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ABSTRACT

The handbook is intended to help those engaged in teaching English to speakers of other languages (TESOL) identify and effectively pursue sponsored support for research and other professional activities. It consists of four chapters. The first is an introduction to the world of sponsored support. Major sponsors are profiled and strategies for identifying and pursuing funded opportunities are highlighted. The second chapter includes a directory of over 200 specific awards that support research, education, and individual professional and program development. Each entry includes a brief description of the awards and important contact information. Chapter three reviews the steps in writing grant proposals and describes each of the proposal's major elements. The fourth chapter is an annotated bibliography of resources that can be used to identify potential sponsors and prepare proposals. Sample grant applications for the National Science Foundation, National Endowment for the Humanities, and Fortune 500 Corporate Foundation are appended. (MSE)

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the Handbook of Funding Opportunities in the Field of TESOL

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Teachers of English to Speakers of Other Languages, Inc.

The Handbook of Funding Opportunities in the Field of TESOL

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Teachers of English to Speakers of Other Languages, Inc.

TESOL™

Founded 1966

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Finally, we want to acknowledge the efforts of past, present, and future members of the TESOL Awards Committee. These members work behind the scenes to see that others are recognized for their accomplishments or offered professional development opportunities. We're gratified that 50% of the income from the sale of this volume, after recovery of production costs, will be assigned to the various TESOL Awards Funds. We hope this arrangement will benefit TESOL members for years to come.

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The World of Sponsored Professional Activity

Introduction

The signs are everywhere. The United States has entered a new era in which everyone is challenged to do more with less. From elementary school classrooms to university lecture halls, educators are asked to improve student achievement and demonstrate gains in personal productivity, while at the same time class sizes increase, budgets decline, and support for professional activities wanes. Sustaining present levels of professional activity in the face of decreasing institutional resources has become a principal preoccupation of those in academe.

This book is a professional response to the daunting task of identifying and effectively pursuing sponsored support for the wide range of professional activities undertaken by those engaged in teaching English to speakers of other languages. *The Handbook of Funding Opportunities in the Field of TESOL* contains essential information culled from numerous existing publications and organized into a single-source reference directly related to the interests of TESOL members and those who work in the language teaching profession. The book consists of four chapters. The first is an introduction to the world of sponsored support; major sponsors are profiled and strategies for identifying and pursuing funded opportunities are highlighted. The second chapter includes a directory of more than 200 specific awards that support research, educa-

tion, and individual professional and program development. Each entry includes a brief description of the award and important contact information. The third chapter reviews the steps in writing grant proposals and describes each of the major elements in a proposal, while the fourth chapter includes an annotated bibliography of resources that can be used to identify potential sponsors and prepare proposals. The *Handbook of Funding Opportunities in the Field of TESOL* is neither exhaustive nor the only source of information on the awards listed in it. It is, however, the only comprehensive, single-source reference currently available that focuses exclusively on sponsored support for TESOL-related activities. As such, it is a resource that will be useful to TESOL members and those professionals in the broader language teaching community.

About the Sponsors

The federal government has been the largest single sponsor of educational initiatives for several decades and this pattern is unlikely to change dramatically over the next decade. Despite recent declines in the level of support for many federally sponsored projects, the federal government currently accounts for 60% of the $20.6 billion spent on research and development activities in U.S. doctoral-granting institutions. State and local governments, the next largest source of external support, only account for 7.4% of spending. And corporations, the third largest source, account for a mere 6.8% (The Chronicle of Higher Education, 1996, p. 3). The bulk of federal support for research and development went to academics working in the sciences, although $276 million supported research in the social sciences. Interestingly, $3.5 million was awarded for work in linguistics (OERI, 1995). Not reflected in these figures is the considerable federal support

for many language education initiatives sponsored by the National Endowment for the Humanities, the U.S. Information Agency, U.S. Agency for International Development, and U.S. Department of Education. For example, the National Endowment for the Humanities received $159.5 million in fiscal year 1995 to support projects in the humanities, while the U.S. Information Agency received $271.8 million for educational and cultural exchanges. The Agency for International Development got $234 million for international projects. However, these allocations are anemic in comparison to the U.S. Department of Education's $32.9 billion appropriation (OERI, 1995). The federal role in U.S. postsecondary education is significant. One in every four dollars of revenue received by institutions of higher education comes from the federal government (U.S. Government Printing Office, 1996). Any search for funding opportunities, therefore, cannot ignore this important source of sponsorship.

Sponsors can be divided into one of six categories: (a) departments, agencies, or agents of the federal government, (b) state and local governments, (c) private foundations, (d) corporations, (e) trade, industry, and professional associations, and (f) educational institutions. As noted above, the federal government is the largest source of support for educational initiatives in higher education, TESOL activities included. The U.S. Department of Education, U.S. Information Agency, U.S. Agency for International Development, and National Endowment for the Humanities spend more on TESOL-related activities than any other federal agencies. Their awards range from several thousand dollars to hundreds of thousands of dollars. Recipients include individual researchers, classroom teachers, administrators, graduate students, and institutions. Many new initiatives seek to promote creative partnerships and encourage collaboration among local schools, community colleges, universities, and other

public and private entities. In such cases, awards are divided among project participants. The Department of Education's Office of Postsecondary Education Language Resource Centers Program makes awards of $200,000 to $400,000 per year for up to 3 years to universities to support the development of a small number of resource centers that conduct research, development, and training activities to improve the nation's capacity to teach foreign languages (refer to the heading Program Awards in Chapter 2). An example of an individual grant is the Fulbright-Hays Seminars Abroad which is offered through the U.S. Department of Education's Center for International Education. The grant covers airfare, room and board, tuition and fees, and program-related travel within one of nine different host countries during the summer of 1997 (refer to the heading Professional Development Awards in Chapter 2). The program intends to increase grantees' knowledge and understanding of the people and culture of another country. Educators who teach or administer programs in the humanities, social sciences, and foreign languages at any level (elementary through university) are eligible. Similar programs offer TESOL professionals fully funded short-term international experiences that are personally enriching and professionally rewarding. Other awards found in Chapter 2 support individual scholars' research, graduate students' education, and funds for curricular or program improvement.

State and local governments are another source of sponsorship. They often sponsor projects or serve as local clearinghouses for programs that are partially, or in some cases entirely, funded by the federal government. Because there are thousands of such programs, they do not appear in this book. Individual state department of education offices are the best source of current information on projects operating in their locales. Many colleges and universities have offices of sponsored programs, and this may be another source of information on state

and local government projects.

Private foundations constitute another source of support for educational initiatives. More than 40,000 foundations are operating in the U.S. today. The 7,500 largest foundations account for 90% of the awards made each year, and this giving amounted to $10.1 billion in 1994 (Feczko & Rich, 1996). The vast majority of foundations are small and award less than $10,000 annually (Tobiasen, 1995). Obtaining foundation support is complicated by the fact that many restrict their awards to a particular community, region, organization, or proposal category. Yet when a proposal falls within a foundation's operating guidelines, this can be an excellent source of support. The Ford Foundation, one of the nation's largest and best known philanthropies, distributes 5% of its assets each year and this amounted to a $285 million largess in 1995 (Feczko & Rich, 1995). As the wealth of U.S. entrepreneurs such as Microsoft's Bill Gates, Hewlett-Packard's David Packard, and Nike's Phil Knight swells, it is likely the present mix of philanthropic foundations will change and another group of major sponsors will emerge. The David and Lucile Packard Foundation is a case in point. The Packard foundation awarded nearly $116 million last year. As a result of Packard's recent death, the foundation is poised to become the second largest foundation in the United States with assets of $6.3 billion. The foundation is dedicated to supporting a broad range of programs in higher education and will triple its total annual giving over the next few years (Mercer, 1996). The Soros Humanitarian Foundation was established in 1993 by Hungarian-born financier George Soros. The foundation awarded more than $50 million in 1995, some of which supported initiatives in TESOL like the English Teaching Fellow Program listed in Chapter 2 under the heading Professional Development Awards (Feczko & Rich, 1996). The program sponsors EFL teaching internships in Eastern Europe and the

Newly Independent States.

It is difficult to estimate the magnitude of U.S. corporate contributions to nonprofit organizations, partly because the support can take several forms and because it is sometimes combined with foundation support. Corporations provide both cash awards and in-kind contributions that take the form of donations of equipment, land, services, or company products. Total corporate gifts to education in 1988 amounted to $2.1 billion (Hattendorf, 1991). A 1984 report revealed the largest single category of support to education was grants to colleges and universities for research and special projects (Hall, 1988). Corporate-sponsored support for university-based research and development activities is often concentrated in natural and applied science disciplines and in business schools. Chapter 2 contains no corporate awards for TESOL-related activities.

Professional, trade, and industry associations are an especially good source of support to individuals engaged in TESOL activities. Chapter 2 includes numerous individual awards that may be used to attend graduate school (e.g., a $5,000 annual award that is renewable, sponsored by the Association of University Women, or a tuition waiver/assistantship offered by the University of Southern California; refer to Chapter 2 under the heading Preservice Fellowships and Scholarships). The American Educational Research Association's Spencer Fellowships support doctoral students during the dissertation phase of their graduate programs (refer to the Preservice Fellowships and Scholarships heading in Chapter 2). Educational Testing Service's TOEFL Dissertation award offers $2,500 to the best dissertation completed each year that examines issues related to the TOEFL (refer to Preservice Fellowships and Scholarships heading in Chapter 2). NAFSA's Cooperative Grants Program provides up to $6,000 to programs that develop innovative orientation and integra-

tion programs for international students studying in U.S. institutions or American students involved in study abroad programs (refer to the Program Awards heading in Chapter 2).

Finally, individual schools, colleges, and universities offer institutional awards that promote research, curriculum or program development, and faculty growth. Awards of several thousand dollars are not uncommon. Information on these awards is often found in institutional or organizational newsletters and faculty handbooks. The office of academic affairs is also a source of information on internal support. Selected colleges, universities, and research centers invite persons from outside the institution to conduct research or participate in academic programs. Middlebury College, for example, awards three 8-week summer fellowships to conduct research in second language acquisition or applied linguistics. Middlebury provides room and board for the duration of the fellowship and $3,000 to $5,000 stipends to recipients (refer to the Research Awards heading in Chapter 2).

Competition for the most coveted and widely publicized awards is quite intense, but many generous awards are offered by professional associations and foundations. These awards are not as competitive as one might think. In most cases, the process of getting funded can be reduced to two basic considerations: identifying potential sponsors and preparing a competitive application/proposal. This book provides useful information regarding both of these considerations.

Common Forms of Support

Sponsored support comes in three forms: fellowships, grants, and contracts. Numerous activities occur under the rubric of fellowships. Among the more familiar are postdoctoral fellowships (to pursue advanced study or research), lecturing fellowships, and graduate fellowships (for masters or

doctoral studies). The latter offers support during a graduate program in exchange for serving as a teaching or research assistant. Fellowships are awarded to the individual and usually include the cost of tuition and fees (where applicable), a stipend, and in some cases travel costs and related expenses. The Japanese English Teaching (JET) Fellowship is a post-baccaulareate opportunity that differs from the academic fellowships noted above. The JET fellowship allows recent graduates who lack teaching experience to get paid for a full-time EFL teaching experience. Scholarships are sometimes listed in this award class, especially when they are awarded for educational purposes and not paid in a lump sum.

Grants differ from fellowships in that they may be awarded to individuals as well as to research teams and institutions. Grants support individual research, course revision/development, and travel. Travel grants permit the recipient to travel to disseminate scholarship, engage in training, attend a professional meeting, or travel to the site of research activities. One grant listed in Chapter 2 offers funds to conduct a program evaluation. In addition to grants that support research, instructional development, and travel, institutions receive grants to purchase equipment, construct/renovate facilities, initiate model projects, and train personnel.

Contracts are an agreement to deliver a product or service to a sponsor within or for a specified period of time. Hall (1988) notes:

> In general, a ***contract*** is given for a project where the funding source has already identified the need, identified the expected outcomes for the project, selected an acceptable cost range and estimated the time required to complete the project. (p. 3)

Such agreements commonly operate on the basis of a

specified fee (fixed-price), an amount equal to only the costs directly associated with the provision of the contract (straight-cost-reimbursement), or the costs associated with the contract together with a specified fee (cost-plus-fixed fee).

Both grants and contracts may require the recipient to bear some of the costs of the funded activity. Often referred to as ***cost sharing***, recipients make in-kind contributions in the form of assuming a portion of personnel salaries, indirect costs associated with the use of facilities and utilities, printing and mailing charges, telecommunications, or travel.

Chapter 2 includes entries variously described as fellowships, scholarships, grants, and contracts. Differences in terminology are to be expected given the complex network of public, private, for profit, and not-for-profit operations that make awards.

The Search for Sponsored Support

Professional Associations

TESOL and other closely allied associations (e.g., National Association for Foreign Student Affairs, American Association for Applied Linguistics, National Council of Teachers of English, Modern Language Association, and American Educational Research Association) are an excellent place to begin the search for support. For instance, TESOL awarded more than $37,000 last year to 56 individuals in amounts from $500 to $2,500 (Bayley, 1997). Recipients include classroom teachers, researchers, curriculum developers, and graduate students. Some award sponsors forward professional associations

awards announcements and some sponsors pay to advertise awards in association publications. Carefully review association newsletters and publications for award announcements. Most of the awards are recurring and vary little in their requirements and application deadlines from year to year.

Print and Serial Sources

The Chronicle of Higher Education (*The CHE*) is a weekly publication devoted to issues related to academe. It is available in most college and university libraries and individual subscriptions can be purchased for $75 a year (1996). Numerous award notices appear throughout the year; however, the most comprehensive list of grants and fellowships appears in the form of a special supplement titled *Events in Academe* that is published every August. The American Council of Learned Societies postdoctoral fellowships to support research in the social sciences and humanities (refer to the Research Grants heading in Chapter 2) were announced in the September 8, 1995 issue together with a list of the previous year's recipients and their research topics. *The CHE* recently introduced a new online service available to regular subscribers that provides access to the newest issue before printed copies are distributed. Included in the Internet service are new grant opportunities from the federal government as well as deadlines for grants and fellowships offered by other sponsors.

Reference guides can be found in the reserve collections of most college and university libraries. The general guides to sponsors (e.g., *The Grants Register, Directory of Research Grants,* or *Annual Register of Grant Support*—1995—28th edition) are substantial and somewhat unwieldly. More specific guides focus on private or corporate sponsors who make awards to institutions and/or individuals (e.g., *The Foundation Directory, The Foundation Grants Index,* or *Foundation Grants to Individu-*

als). Finally, specialized directories that concentrate on a particular academic field (*Directory of Grants in the Humanities)*, a specific group (*Directory of Financial Aids for Women*), or context (*International Funding Guide*) cull the comprehensive directories and can narrow a search. Although specialized guides are a good place to begin, reviewing the larger indices is important because they are annually updated. Specialized directories are often published less frequently. Even though most comprehensive directories are updated annually, they are reporting information that is at least 2 years old. Economic and political changes occur quickly and may dramatically affect a sponsor's level of support and ability to make future awards.

Federally Funded Projects

The Federal Register is a comprehensive listing of all federally sponsored projects for which proposals are being solicited. This *Register* is now available on-line thereby providing next day access to announcements. In the past, it could take up to 2 weeks for copies of *The Federal Register* to arrive by second class mail. Then, individual announcements would be copied and circulated within institutions and reach the most appropriate unit shortly before the Request for Proposal (RFP) deadline. This frustrated and compromised new applicants' abilities to prepare a competitive RFP in advance of proposal deadlines. The new on-line service shaves weeks (if not months) from the time it takes to notify potential award applicants of funding opportunities. It may soon be possible to transmit federal grant proposals electronically. Pennsylvania State University, College Park is presently working with the federal government on developing a method of transmitting grant proposals via computer networks (DeLoughry, 1995). The cost savings to grant applicants would be considerable.

Databases and the Internet

It is important to combine any search of printed directories with an on-line search. Numerous on-line services and disk-based databases are available. Several of the more widely used services are FEDIX-MOLIS (free service) and DIALOG (fee for service). FEDIX-MOLIS lists sponsored research support available from 13 federal agencies; accessing FELIX-MOLIS is more convenient than connecting with each agency's Web site to learn of funding opportunities. DIALOG offers users access to 450 on-line data bases and 45 CD-ROMs through the telnet function on the Internet or a telephone line. Many federal agencies and private foundations have recently created World Wide Web pages that provide up-to-the-minute information on the status of their awards and how to apply for them (Guernsey, 1995). Large research universities will subscribe to most of the more expensive fee for service providers such as Sponsored Programs Information Network (SPIN) which charges subscribers $3,000-$5,000 per year. This on-line service maintains one of the most extensive lists of government and foundation support. The three services described here may be contacted on the World Wide Web at:

DIALOG
http://www.dialog.com/dialog/dialogl.html
Telephone: 800-3-DIALOG

FEDIX/MOLIS http://www.fie.com/

Sponsored Programs Information Network (SPIN)
http://spin.infored.org/

Telephone: (518) 434-7150

The Foundation Center is an independent service established by foundations to centralize and disseminate information on foundation and corporate giving. The Center publishes several directories and indices. In addition, the Foundation Center operates two on-line databases that provide information on funding sources and grant application guidelines. These databases can be accessed through the Knight-Ridder Information Services and details can be obtained by calling 800-334-2564.

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2
Directory of Funded Opportunities

What You Should Know About This Directory

The information in the following entries represents our best efforts at collecting complete and current information on awards that would be of interest to TESOL members. However, as with the larger print directories described in Chapter 1, the time required to compile and produce this directory makes it impossible to include very recent changes in funding programs. New sources of support become available almost daily. At the same time, sponsors may freeze current programs, change the requirements, or cease to fund particular activities. Therefore, readers should use the information in this directory as a starting point and should contact funding agencies to obtain the most current information about their award programs.

The awards listed in this directory were first identified by searching both print and electronic directories and by reviewing current professional publications in relevant fields. A search of the electronic Sponsored Programs Information Network (SPIN) was conducted on March 31, 1995. Multiple searches of major print directories were conducted between August 15 and October 15, 1995. In order to maximize the chances of finding all of the awards that would be of interest to our members, we made our initial search criteria very broad. In a second step, we reviewed the detailed descriptions of the identified awards. In general, we chose to keep those entries that supported activities related to linguistics,

language education, international and cross-cultural activities, and the humanities in general as well as those related to TESL or TEFL directly. Our aim was to make this directory inclusive enough to meet the needs of our diverse membership, but limited enough to be a practical tool for the profession.

Awards that met the considerations noted above were entered into a database, and the sponsors of these awards were sent a preliminary copy of the entry we intended to publish. In a cover letter, the agencies were asked to confirm or correct the information we discovered and also to provide us information on any other awards they sponsored that would be relevant to our members. Telephone, fax, or e-mail follow-ups were used to contact those agencies that did not respond to our mail inquiries by June of 1996. Using these procedures, we were able to obtain over the next several months current information from 75 of the 92 funding agencies we had identified. In cases where we could not confirm the existence of or current address of the agency, we deleted the entries. In cases where we could not get a response to our inquiries, we used the information originally obtained from the directories, recognizing that while this information may not be as current as we would wish, it nevertheless would provide members with contact information that could be used to begin an investigation. It is our hope and belief that these procedures have allowed us to produce a generally accurate and up-to-date directory of funding opportunities.

Entries in this directory are divided into four categories: (a) Research Awards, which provide support for individuals (most often postdoctoral scholars, but also teachers and others with appropriate professional experience) as well as, in some cases, for teams of scholars or for institutions; (b) Program Awards, which provide funding for planning, developing, or implementing programs that deliver services, provide

education and training, facilitate collaborative study, disseminate information, or administer fellowships and other funding programs. These awards are usually available to organizations or consortia of organizations and are applicable in a variety of settings; (c) Professional Development Awards, which provide opportunities for established professionals to further develop their effectiveness through additional research, study and in-service training, exchange programs and travel, access to specialized libraries, or attendance at conferences; this category also includes recognition awards for published works or professional excellence; (d) Preservice Fellowships and Scholarships, which provide tuition, research expenses, and/or living expenses for students, primarily at the graduate level. (Inevitably, some grants do not fall neatly into a single category; therefore, notes appear at the end of each category directing the reader to relevant grants in one or more of the other categories.)

A standard format has been used to present information. Each entry includes the name and mailing address of the sponsoring agency, the title of the individual program or award, brief synopses of the purpose of the award and of its eligibility requirements, the amount and duration of the award, and contact numbers for further information. Because they change so frequently, we have omitted names of contact persons. Only the telephone number, fax, and e-mail address are listed.

Research Awards

American Association of University Women Educational Foundation

International Programs
P.O. Box 4030 • Iowa City, IA 52243-4030

Title: AAUW—American Fellowships—Dissertation & Postdoctoral

Purpose: Provide support for advanced study and training for American women who have achieved distinction in their scholarly work.

Requirements: Eligible applicants are women who are U.S. citizens or permanent residents engaged in doctoral or postdoctoral study. Dissertation grant applicants are expected to receive a doctoral degree by the end of the fellowship year; to qualify they must have completed all course work, passed all preliminary exams and had dissertation proposal approved.

Amount: $14,500 (dissertation); $20,000-$25,000 (postdoctoral)

Duration: 1 year

Contact: Phone: (319) 337-1716

American Council of Learned Societies

Office of Fellowships and Grants
228 East 45th Street • New York, NY 10017

Title: ACLS—Fellowships

Purpose: Provide support for research in humanities and related social sciences.

Requirements: Eligible applicants are U.S. citizens or permanent residents holding Ph.D. or equivalent professional experience.

Amount: Up to $20,0000

Duration: 6-12 months

Contact: Fax: (212) 949-8058

American Council on the Teaching of Foreign Languages

6 Executive Plaza • Yonkers, NY 10701-680.

Title: ACTFL - MLJ Paul Pimsleur Award for Research in Foreign Language Education

Purpose: Recognize the author of an outstanding published contribution to research in foreign language or second language education.

Requirements: Eligible nominees are authors of language-specific or general research published during the two years preceding the award.

Amount: $500

Duration: Unspecified

Contact: Phone: (914) 963-8830
Fax: (914) 963-1275

American Educational Research Association Grants Program
Graduate School of Education

University of California • Santa Barbara, CA 93106-9490

Title: AERA Fellows Program

Purpose: Provide support for senior scholars to focus on policy-related research while in residence at National Center for Education Statistics or National Science Foundation.

Requirements: Eligible applicants are senior scholars who are tenured or at least 7 years past doctorate.

Amount: Negotiable

Duration: Up to 1 year

Contact: Phone: (805) 893-8568

American Educational Research Association Grants Program

Graduate School of Education
University of California • Santa Barbara, CA 93106-9490

Title: AERA Research Fellows Program

Purpose: Provide support for advanced graduate students or recent doctorates to focus on policy-related research while in residency at National Center for Education Statistics or National Science Foundation.

Requirements: Eligible applicants are advanced graduate students and recent doctorates desiring to undertake an independent research project related to the agency's mission; must submit a final report suitable for publication in a scholarly journal.

Amount: Average $32,000 plus $1,000 travel

Duration: 9 months

Contact: Phone: (805) 893-8568

American Educational Research Association Grants Program

Graduate School of Education
University of California • Santa Barbara, CA 93106-9490

Title: AERA Research Grants Program

Purpose: Provide support for research on education policy and practice issues using National Center for Education Statistics or National Science Foundation data sets.

Requirements: Eligible applicants are faculty and postdoctoral researchers.

Amount: $15,000/$25,000

Duration: 1-2 years

Contact: Phone: (805) 893-8568

John Carter Brown Library

Brown University
Box 1894 • Providence, RI 02912

Title: John Carter Brown Library Short-Term Research Fellowships

Purpose: Provide access to Library collection and support pre- and post-doctoral research in the humanities.

Requirements: Eligible applicants are American and foreign national scholars; graduate students must have passed preliminary or general exams at time of application.

Amount: $1000 per month

Duration: 2-4 months

Contact: Phone: (401) 863-2725
Fax: (401) 863-3477

John Carter Brown Library

Brown University
Box 1894 • Providence, RI 02912

Title: John Carter Brown Library National Endowment for the Humanities Long-Term Fellowships

Purpose: Provide support for pre- and postdoctoral research appropriate to the resources of the Library.

Requirements: Eligible applicants are U.S. citizens or individuals residing in the U.S. for three years; graduate students are not eligible.

Amount: $16,000

Duration: 6 months

Contact: Phone: (401) 863-2725
Fax: (401) 863-3477

John Carter Brown Library

Brown University
Box 1894 • Providence, RI 02912

Title: John Carter Brown Travel Reimbursement Grants

Purpose: Provide travel costs reimbursement for scholars who wish to use the collection of the Library for periods of at least 2 weeks but less than 2 months.

Requirements: Eligible applicants are scholars working on projects related to the holdings of the John Carter Brown Library.

Amount: Up to $600

Duration: Unspecified

Contact: Phone: (401) 863-2725
Fax: (401) 863-3477

Center for Advanced Study in Behavioral Sciences

202 Junipero Serra Blvd. • Stanford, CA 94305

Title: Center for Advanced Study in the Behavioral Sciences—Residential Postdoctoral Fellowships

Purpose: Support pursuit of intellectual endeavors related to increasing knowledge of the principles which govern human behavior.

Requirements: Eligible applicants are scholars working in universities and related institutions in U.S. and abroad; nomination required.

Amount: Unspecified; based on academic salary for preceding year.

Duration: 1 year

Contact: Phone: (415) 321-2052

Cornell University Mellon Postdoctoral Fellowship Program

Andrew D. White House
27 East Avenue • Ithaca, NY 14853

Title: Mellon Postdoctoral Fellowships

Purpose: Provide support for the academic growth of non-tenured scholars and teachers with recent Ph.D.'s in the humanities.

Requirements: Eligible applicants are U.S. or Canadian citizens or permanent residents who have received Ph.D. degree within past 5 years. Must be working in the area of specialization for the current program.

Amount: $28,000

Duration: 1 year

Contact: Phone: (607) 255-9274
E-mail: as63@cornell.edu

Educational Testing Service

P.O. Box 6155 • Princeton, NJ 08541

Title: ETS—Center for Performance Assessment Postdoctoral Fellowship Program

Purpose: Provide research opportunities to individuals who hold a doctorate in relevant fields and increase the number of women and minority professionals with expertise in performance/portfolio assessment in relation to the improvement of learning and teaching.

Requirements: Eligible applicants are individuals holding the doctorate in a relevant field and providing evidence of scholarship and relevant experience in educational settings.

Amount: $35,000

Duration: 1 year

Contact: Phone: (609) 734-1806
E-mail: idelaauro@ets.org

Educational Testing Service

P.O. Box 6155 • Princeton, NJ 08541

Title: ETS—Test of English as a Foreign Language (TOEFL) Postdoctoral Fellowship Program

Purpose: Provide a theoretically and psychometrically sound new TOEFL test.

Requirements: Eligible applicants are individuals with doctorate in second-language testing or related field such as applied linguistics, who show evidence of commitment to research in language testing.

Amount: $35,000

Duration: 1 year

Contact: Phone: (609) 734-1806
E-mail: idelaura@ets.org

Educational Testing Service

P.O. Box 6155 • Princeton, NJ 08541

Title: ETS—National Assessment of Educational Progress (NAEP) Visiting Scholar Program

Purpose: Provide research opportunities for scholars in educational policy and measurement, encourage secondary analyses of NAEP data, and increase the number of minority professionals in the field.

Requirements: Eligible applicants are individuals holding a doctorate in a relevant discipline and providing evidence of scholarship relevant to NAEP.

Amount: Stipend plus compensation from scholar's employer will be comparable to that of ETS researcher with similar training and experience.

Duration: 10 months (usually September to June)

Contact: Phone: (609) 734-1806
E-mail: idelaura@ets.org

Educational Testing Service

P.O. Box 6155 • Princeton, NJ 08541

Title: ETS Postdoctoral Fellowship Program

Purpose: Provide research opportunities in selected areas, including education and linguistics, and increase the number of women and minorities in educational measurement.

Requirements: Eligible applicants are individuals holding a doctorate in a relevant discipline and providing evidence of prior research experience.

Amount: $30,000

Duration: 1 year

Contact: Phone: (609) 734-1806
E-mail: ldelauro@ets.org

General Semantics Foundation

14 Charcoal Hill • Westport, CT 06880

Title: General Semantics Foundation—Project Grants

Purpose: Support research in the field of general semantics, or a related field.

Requirements: Eligible applicants are individuals providing evidence of knowledge of general semantics and able to document their ongoing work in that field.

Amount: $300-$4,500

Duration: Unspecified

Contact: Phone: (203) 226-1394

John Simon Guggenheim Memorial Foundation

90 Park Avenue • New York, NY 10016

Title: Fellowships to Assist Research & Artistic Creation

Purpose: Further the development of scholars and artists by assisting them to engage in research under the freest possible conditions.

Requirements: Nominations made by a Committee of Selection, based on demonstrated exceptional capacity for productive scholarship; members of teaching profession on sabbatical and holders of other fellowships and appointments at research centers are eligible. Competition is open to citizens and permanent residents of the U.S., Canada, Latin America, and the Caribbean.

Amount: Adjusted to the needs of Fellows, considering their other resources and the purpose and scope of their plans. Average grant in 1995 was $28,000. Amount negotiable based on need.

Duration: 6 months to 1 year.

Contact: Phone: (212) 687-4470

Human Frontier Science Program Organization

Bureaux Europe 20 • Place des Halles 67080
Strasbourg Cedex • France

Title: Human Frontier Science Program Organization Long-Term Fellowships

Purpose: Provide support to pursue basic brain/ biological functions research in a foreign country.

Requirements: Eligible applicants are North American and European researchers who have received doctoral degrees in past five years

Amount: Up to $40,000 per year

Duration: 1 or 2 years

Contact:
Phone: 33-88-21-51-27
Fax: 33-88-32-88-97
E-mail: info@hfsp.c-strasbourg.fr

Human Frontier Science Program Organization

Directors of Research Grants
Bureaux Europe 20 • Place des Halles 67080
Strasbourg Cedex • France

Title: Human Frontier Science Program Organization Research Grants

Purpose: To promote, through international cooperation, basic research into the complex mechanisms of living organisms and to make the results available worldwide.

Requirements: Eligible applicants are teams of scientists from at least two different countries; principal applicants must have doctoral degree or equivalent and be from U.S., U.K., Europe, or Japan.

Amount: $240,000 per year

Duration: Up to 3 years

Contact:
Phone: 33-88-21-51-26
Fax: 33-88-32-88-97
E-mail: info@hfsp.c-strasbourg.fr

Institute for Advanced Studies in the Humanities

The University of Edinburgh
Hope Park Square • Edinburgh EH8 9NW • Scotland

Title: Visiting Research Fellowships

Purpose: Further advanced studies in the humanities, including language and linguistics.

Requirements: Eligible applicants are scholars of established reputation or younger scholars holding a doctorate.

Amount: Honorary only, or small stipend; use of study room and access to libraries

Duration: 2-6 months

Contact: Phone: 0131-650-4671
Fax: 0131-668-2252

James S. McDonnell Foundation

1034 South Brentwood Blvd. • Suite 1610
St. Louis, MO 63117

Title: Postdoctoral Fellowship in Cognitive Studies for Education Practice

Purpose: To encourage and support research on the application of cognitive and behavioral science to improve learning and teaching, including the development of educational tools based on cognitive science.

Requirements: Eligible applicants are recent Ph.D.s or graduate students who will complete all degree requirements by published date; priority given to those pursuing postdoctoral training outside their doctoral institution.

Amount: $27,000 per year for 2 years

Duration: Unspecified

Contact:
Phone: (314) 721-1532
Fax: (314) 721-7421
E-mail: co6819sf@wuvmd.wustl.edu

James S. McDonnell Foundation

1034 South Brentwood Blvd. • Suite 1610
St. Louis, MO 63117

Title: McDonnell-Pew Program in Cognitive Neuroscience Investigator-Initiated Grants

Purpose: Provide support for interdisciplinary training and collaborative research related to cognitive neuroscience, especially that related to higher cognitive functions such as language.

Requirements: Eligible applicants are junior and senior scientists; there are no citizenship restrictions and no restrictions on the location of the work.

Amount: Up to $35,000 per year

Duration: Up to 3 years

Contact:
Phone: (314) 721-1532
Fax: (314) 721-7421
E-mail: co6819sf@wuvmd.wustl.edu

National Academy of Education

Stanford University • CERAS 108
Stanford, CA 94305-3084

Title: Spencer Postdoctoral Fellowship Program

Purpose: Promote scholarship in the United States and abroad on matters relevant to the improvement of education in all forms.

Requirements: Eligible applicants are individuals with Ph.D., Ed.D., or equivalent degree in education, humanities, or social/behavioral sciences conferred between published dates; project must be relevant to education.

Amount: $40,000 for one year or $20,000 for each of two years

Duration: Unspecified

Contact: Phone: (415) 725-1003

National Council of Teachers of English Research Foundation

1111 W. Kenyon Rd. • Urbana, IL 61801

Title: David H. Russell Award for Distinguished Research in the Teaching of English

Purpose: Recognize outstanding published research in English that has had or should have an important impact on the teaching of English with valid implications for classroom teachers.

Requirements: Eligible nominees are authors of works of scholarship or research in language, literature, rhetoric, or pedagogy and learning published during the previous 5 years.

Amount: Unspecified

Duration: Unspecified

Contact: Phone: (217) 328-3870
Fax: (217) 328-0977

National Endowment for the Humanities

Division of Public Programs
1100 Pennsylvania Avenue, NW • Room 420
Washington, D.C. 20506

Title: NEH—Division of Public Programs—Humanities Projects in Media

Purpose: Provide support for presenting scholarship and learning in the humanities; engage public in critical analysis of humanities scholarship and learning.

Requirements: Eligible applicants are nonprofit, tax-exempt entities; must involve American organization

Amount: Unspecified; cost-sharing encouraged

Duration: Unspecified

Contact:
Phone: (202) 606-8267
Fax: (202) 606-8557
E-mail: publicpgms@neh.fed.us

National Endowment for the Humanities

Division of Education
1100 Pennsylvania Ave. NW • Room 316
Washington, D.C. 20506

Title: NEH—Division of Education—Summer Seminars for College Teachers (Participation Awards)

Purpose: Provide support to college teachers and other scholars wishing to work with each other and under a distinguished scholar to pursue advanced study in fields related to their interests within the humanities.

Requirements: Eligible applicants are faculty who teach undergraduates and other qualified scholars.

Amount: $2,825 to $4,000

Duration: 5-8 weeks

Contact:
Phone: (202) 606-8200
Fax: (202) 606-8204
E-mail: research@neh.fed.us

National Endowment for the Humanities

Division of Research Programs
1100 Pennsylvania Ave. NW • Room 318
Washington, D.C. 20506

Title: NEH—Division of Research Programs—Interpretive Research: Collaborative Projects

Purpose: Provide support for collaborative, scholarly research in the humanities.

Requirements: Eligible applicants are individuals and nonprofit institutions; must involve two or more scholars; some institutional cost-sharing expected.

Amount: $10,000 - $250,000

Duration: Up to 3 years

Contact:
Phone: (202) 606-8200
Fax: (202) 606-8204
E-mail: research@neh.fed.us

National Endowment for the Humanities

Summer Stipends
1100 Pennsylvania Ave. NW • Room 316
Washington, D.C. 20506

Title: NEH—Division of Research Programs—Summer Stipends

Purpose: Provide support for 2 months of research and study in the humanities.

Requirements: Eligible applicants are U.S. citizens or residents, faculty and other scholars, not active candidates for a degree.

Amount: $4,750

Duration: 2 months

Contact:
Phone: (202) 606-8200
Fax: (202) 606-8204
E-mail: research@neh.fed.us

National Endowment for the Humanities

Division of Research Programs
1100 Pennsylvania Ave. NW • Room 318
Washington, D.C. 20506

Title: NEH—Division of Research Programs—Reference Materials

Purpose: Provide support for initiatives that make information and resources more available to scholars and researchers. Examples include the creation of reference works such as dictionaries, historical/linguistic atlases, reference grammars, hypermedia and multimedia projects.

Requirements: Eligible applicants are U.S. nonprofit institutions, U.S. citizens, and foreign nationals who have lived in the U.S. for at least 3 years.

Amount: Unspecified

Duration: Up to 3 years

Contact:
Phone: (202) 606-8200
Fax: (202) 606-8204
E-mail: research@neh.fed.us

National Foreign Language Center

Institute of Advanced Studies
1619 Massachusetts Ave., NW • 4th Floor
Washington, D.C. 20036

Title: NFLC—Institute of Advanced Studies—Faculty Fellowship

Purpose: Provide support for empirical research in the form of statistical, experimental, and/or ethnographic studies documenting the pedagogical, cognitive, and behavioral aspects of language learning, the effectiveness of curricular design, materials, delivery modes, pedagogies and methods of teacher preparation.

Requirements: Eligible applicants are junior and senior faculty as well as unaffiliated researchers with record of research capability and demonstrated interest in improving foreign language competence.

Amount: $3,500-$5,000 per month

Duration: 4-9 months

Contact: Phone: (202) 667-8100
Fax: (202) 667-6907

National Institute on Deafness & Other Communicative Disorders

Division of Communication Science & Disorders
Executive Plaza South • Room 400-C
6120 Executive Blvd. • Rockville, MD 20892

Title: NIDCD—Mechanisms Underlying Sign Language Acquisition and Use

Purpose: Provide support for research on sensory, perceptual, cognitive, neural and molecular mechanisms underlying acquisition and use of a signed language.

Requirements: Eligible applicants are public and private organizations for individual investigator-initiated research projects.

Amount: Unspecified

Duration: Unspecified

Contact: Phone: (301) 496-5061

National Institute on Deafness & Other Communicative Disorders

Division of Communication Science & Disorders
Executive Plaza South • Room 400-C
6120 Executive Blvd. • Rockville, MD 20892

Title: NIDCD—Articulation Disorders of Unknown Origin in Children

Purpose: Provide support for research to examine linguistic and other variables in the genesis of articulation disorders in children.

Requirements: Eligible applicants are domestic and foreign for-profit and non-profit organizations including universities, hospitals, and governmental units.

Amount: Unspecified

Duration: Unspecified

Contact: Phone: (301) 402-3461

National Institute on Deafness & Other Communicative Disorders

Division of Communication Science & Disorders
Executive Plaza South • Room 400-C
6120 Executive Blvd. • Rockville, MD 20892

Title: NIDCD—Communication Sciences and Disorders Research

Purpose: Provide support for research and research training on selected aspects of communication disorders, including language acquisition and literacy issues.

Requirements: Determined by various NIH award mechanisms which support program.

Amount: Unspecified

Duration: Unspecified

Contact: Phone: (301) 496-1804

National Institute on Deafness & Other Communicative Disorders

Division of Communication Science & Disorders
Executive Plaza South • Room 400-C
6120 Executive Blvd. • Rockville, MD 20892

Title: Identification and Treatment of Childhood Language Impairment in Multicultural Populations

Purpose: Develop culturally sensitive assessment tools to evaluate the language of multicultural children; develop or expand upon currently available diagnostic and treatment procedures for language-impaired children from multicultural environments.

Requirements: Eligible applicants are domestic and foreign organizations, including units of government.

Amount: Unspecified

Duration: Unspecified

Contact: Phone: (301) 496-5061
Fax: (301) 402-6251

National Science Foundation

Director for Social, Behavioral, & Economic Science
Division of Behavioral and Cognitive Sciences
4201 Wilson Blvd. • Arlington, VA 22230

Title: SBE-SBER—Language, Cognition & Social Behavior

Purpose: Support research to advance the understanding of human beings and human culture in selected areas, including linguistics.

Requirements: Eligible applicants are colleges & universities, for-profit organizations, and government agencies on behalf of initiating scientist.

Amount: Unspecified

Duration: Up to 60 months

Contact: Phone: (703) 306-1731

Newberry Library

Committee on Awards • 60 West Walton Street
Chicago, IL 60610

Title: Arthur Weinberg Fellowship for Independent Scholars at the Newberry Library

Purpose: Provide support for scholars working outside the academy to use particular Newberry Library collections.

Requirements: Eligible applicants need not have Ph.D. but must have demonstrated excellence in appropriate field through publications.

Amount: $800

Duration: 1 month

Contact: Phone: (312) 255-3666

Newberry Library

Committee on Awards • 60 West Walton Street
Chicago, IL 60610

Title: Newberry Library Joint Fellowships with American Antiquarian Society

Purpose: Provide support for in-residence research and writing projects at Newberry Library.

Requirements: Eligible applicants are scholars with Ph.D. or who have completed all requirements except the dissertation.

Amount: $800/month

Duration: Up to 3 months

Contact: Phone: (312) 255-3666

Newberry Library

Committee on Awards • 60 West Walton Street
Chicago, IL 60610

Title: Newberry Library/Monticello College Foundation Fellowship for Women

Purpose: Provide access to library and support research by women in selected fields including linguistics.

Requirements: Eligible applicants are female U.S. citizens or permanent residents who hold the Ph.D.; preference for applicants whose scholarship is particularly concerned with women.

Amount: $12,500

Duration: 6 months

Contact: Phone: (312) 255-3666

Newberry Library

Committee on Awards • 60 West Walton Street
Chicago, IL 60610

Title: NEH Fellowships at the Newberry Library

Purpose: Provide support for research and writing projects in fields appropriate to the collections of the Newberry Library, including linguistics.

Requirements: Eligible applicants are established scholars at postdoctoral level; must be U.S. citizens or foreign nationals who have lived in U.S. for 3 years or more.

Amount: Up to $30,000

Duration: 6-11 months

Contact: Phone: (312) 255-3666

Newberry Library

Committee on Awards • 60 West Walton Street
Chicago, IL 60610

Title: Newberry Library Resident Fellowships for Unaffiliated Scholars

Purpose: Provide support for unaffiliated scholars to use Newberry Library as scholarly base for specific projects in fields appropriate to the Library's collections, including linguistics.

Requirements: Eligible applicants are unaffiliated scholars of any nationality who have held the Ph.D. for at least two years.

Amount: $250 per calendar quarter

Duration: Up to 1 year

Contact: Phone: (312) 255-3666

Newberry Library

Committee on Awards • 60 West Walton Street
Chicago, IL 60610

Title: Newberry Library Short-Term Resident Fellowships for Individual Researchers

Purpose: Provide access and support to Newberry Library's resources for individuals living beyond commuting distance of the Library.

Requirements: Eligible applicants are individuals who have the Ph.D. or who have completed all requirements except the dissertation.

Amount: $800 per month

Duration: Up to 2 months (3 months for scholars outside U.S.)

Contact: Phone: (312) 255-3666

Oregon Humanities Center

5211 University of Oregon • Eugene, OR 97403-5211

Title: University of Oregon—Summer Humanities Research Fellowships

Purpose: Stimulate and support high-quality humanistic research.

Requirements: Eligible applicants are faculty members at other institutions and independent scholars wishing to conduct full-time, in-residence research.

Amount: Up to $1,400

Duration: 6-12 weeks

Contact:
Phone: (541) 346-3934
Fax: (541) 346-5822
E-mail: hcampbel@oregon.uoregon.edu

Smithsonian Institution

Office of Fellowships and Grants
955 L'Enfant Plaza • Suite 7000 • Washington, D.C. 20560

Title: Smithsonian Institution Postdoctoral Fellowships—Arts, Humanities, Social Sciences

Purpose: Provide support for in-residence research in selected fields.

Requirements: Eligible applicants are scholars from any country not more than seven years beyond doctoral degree or its equivalent.

Amount: $25,000 per year plus allowances

Duration: 3-12 months

Contact: Phone: (202) 287-3271

The Society for the Humanities

Cornell University • 27 East Avenue • Ithica, NY 14853

Title: Postdoctoral Fellowships in the Humanities

Purpose: Support interdisciplinary research and teaching on an annual theme.

Requirements: Eligible applicants are Ph.D.s with several years of teaching experience.

Amount: Varies

Duration: 1 year

Contact: Phone: (607) 255-9274
E-mail: as63@cornell.edu

The Spencer Foundation

900 N. Michigan Ave. • Suite 2800 • Chicago, IL 60611

Title: Various

Purpose: Provide support for research that gives promise of yielding new knowledge leading to the improvement of education, broadly defined, including projects that focus on education as a social institution, human development as it bears on education, and processes of teaching and learning.

Requirements: Eligible principal investigator applicants are individuals with an earned doctorate in an academic discipline or in the field of education and who are affiliated with a college or university, a research facility, or a cultural institution.

Amount: $500-$300,000

Duration: Various

Contact: Phone: (312) 337-7000
Fax: (312) 337-0282

The Spencer Foundation

900 N. Michigan Ave. • Suite 2800 • Chicago, IL 60611

Title: Small Grants Program

Purpose: Provide support for scholars from all academic disciplines to pursue exploratory research, problem-finding research, pilot research, modest research projects, and the initial phases of larger investigations relevant to education.

Requirements: Eligible principal investigator applicants are individuals with an earned doctorate in an academic discipline or in the field of education and who are affiliated with a college or university, a research facility, or a cultural institution.

Amount: $1,000-$12,000

Duration: Up to 1 year

Contact: Phone: (312) 337-7000
Fax: (312) 337-0282

Sunderland Language Center

Middlebury College • Middlebury, Vermont 05783

Title: Robert L. Baker Summer Research Fellowship for Second Language Acquisition in an Environment of Immersion

Purpose: Provide support for in-residence research into second language acquisition or applied linguistics in the Middlebury immersion program.

Requirements: Fellows selected on the basis of proposed research project and professional qualifications.

Amount: $3,000-$5,000 stipend plus room and board at the College.

Duration: 8 weeks during the summer

Contact: Phone: (802) 388-3711, ext. 5685

United States Information Agency
Fulbright Scholar Program

Council for International Exchange of Scholars
3007 Tilden St. NW • Suite 5M
Washington, D.C. 20008-3009

Title: Fulbright Scholar Program

Purpose: Provide U.S. college and university faculty, professionals, and independent scholars the opportunity to conduct research abroad and to make a contribution to global understanding. Host countries and program types change annually; for 1997-98, awards are available for: Argentina, Benin, Czech Republic, Mauritius, Moldava, Pakistan, Philippines, Poland, Syria, West Bank.

Requirements: Eligible applicants are U.S. citizens with Ph.D. or equivalent professional/terminal degree, college or university experience, and, where applicable, foreign language proficiency.

Amount: Monthly stipend of $1,700 plus living allowance and travel expenses.

Duration: 3-9 months

Contact: Phone: (202) 686-4000
E-mail: info@ciesnet.cies.org

University of Alabama at Birmingham
VH 503

Department of Biocommunication
Birmingham, AL 35294-0019

Title: Faculty Research Grant

Purpose: Provide support for research into the evolution, over the human life-span, of the ability to learn speech and language, focusing on the acquisition of a second language.

Requirements: Eligible applicants are individuals with a Ph.D. or equivalent in a discipline relevant to the research; no citizenship restrictions.

Amount: $22,000-$35,000 per year plus travel allowance and incidental expenses.

Duration: 1 year, renewable

Contact: E-mail: flegeje@biocom1.bioc.uab.edu

University of Louisville Grawemeyer Award in Education

School of Education
University of Louisville • Louisville, KY 40292-0001

Title: University of Louisville Grawemeyer Award in Education

Purpose: To stimulate worldwide the dissemination, public scrutiny, and implementation of ideas that have potential to contribute to improvement in educational practice and attainment.

Requirements: Eligible recipients are authors of theory, policy proposals, programs, initiatives, or research studies published in the recent past and judged to have potential for educational improvement. Nominations accepted from professional educators, educational institutions, editors, and publishers; no self-nominations.

Amount: $150,000

Duration: Unspecified

Contact: Phone: (502) 852-3235
Fax: (502) 852-1464

Please see also:

Program Development Awards Section

Ford Foundation: Rural Poverty & Resources Program

Professional Development Awards Section

National Council of Teachers of English Research Foundation: Regular Grant-in-Aid

Stanford Humanities Center: External Faculty Fellowships

Pre-service Fellowships and Scholarships Section

American Council of Learned Societies: Research Fellowships--East European Studies

Program Development Awards

Administration for Native Americans

DHHS—Administration for Children and Families
200 Independence Ave. SW • Room 348F
Washington, D.C. 20201

Title: ANA—Native American Languages Preservation and Enhancement Projects

Purpose: Support the design and implementation of projects to promote the survival and continuing vitality of Native American languages.

Requirements: Eligible applicants are federally recognized Indian tribes, Native American organizations, and colleges and universities serving Native Americans (including Pacific Islanders).

Amount: Up to $50,000 for 1 year during planning phase; up to $125,000 per year for 3 years during implementation phase

Duration: Up to 4 years

Contact: Phone: (202) 690-7776

Agency for International Development
Partners for International Education & Training

1990 M Street, NW, Suite 310 • Washington, D.C. 20036

Title: AID—FIET—Participant Training Project for Europe

Purpose: Support short-term technical training programs which focus on economic restructuring, democratic institution building, and quality of life for persons from selected Central and Eastern European countries.

Requirements: Eligible applicants are U.S. institutions of higher education; 50% cost-sharing required.

Amount: Unspecified

Duration: Unspecified

Contact: Phone: (202) 223-4291
Fax: (202) 223-4289

Balfour Foundation
Fleet Investment Advisors

MA BO F07B • 75 State Street • Boston, MA 02109

Title: Balfour Foundation Grants Program

Purpose: Support programs that remove barriers to education for minority and disadvantaged youth and address potential learning problems resulting from language and cultural barriers.

Requirements: Eligible applicants are tax-exempt charitable institutions in Massachusetts and New England (not private foundations).

Amount: $25,000 planning & $100,000 program

Duration: 1 year planning and 1 year program

Contact: Phone: (617) 346-2493

California Council for the Humanities

312 Sutter Street • Suite 601 • San Francisco, CA 94108

Title:	California Council for the Humanities—Public Programs Grants
Purpose:	Support programs that promote dialogue among humanities scholars and out-of-school adults.
Requirements:	Eligible applicants are nonprofit organizations; support is restricted to California and requires cost-sharing.
Amount:	Up to $12,500 outright funds; $12,500 matching funds
Duration:	Unspecified
Contact:	Phone: (415) 391-1474

Council for International Exchange of Scholars

3007 Tilden St. NW • Suite 5M • Washington, D.C. 20008

Title: CIES—*Fulbright Program—Fulbright Scholar-in-Residence Program*

Purpose: Provide support for initiating or developing international programs at colleges and universities by using a scholar-in-residence to internationalize the curriculum or otherwise expand contacts of students and faculty with other cultures.

Requirements: Eligible applicants are U.S. colleges and universities and consortia of such institutions.

Amount: Monthly stipend, travel, and miscellaneous allowances for scholar.

Duration: 1 semester to 1 academic year

Contact: Phone: (202) 686-7877
E-mail: cies1@clarinet.cies.org

Charles E. Culpeper Foundation, Inc.

Financial Centre
695 East Main Street • Stamford, CT 06901

Title: Culpeper Foundation Grants Program

Purpose: Provide support for educational programs directed toward undergraduate education in the liberal arts at private institutions of higher learning, including foreign language programs that use new technologies.

Requirements: Eligible applicants are tax-exempt organizations; grants for projects located in the U.S. only.

Amount: Unspecified

Duration: Single and multi-year awards

Contact: Phone: (203) 975-1240

Ford Foundation

320 East 43rd Street • New York, NY 10017

Title: Ford Foundation—Rural Poverty and Resources Program

Purpose: Support innovative people and institutions helping rural people find solutions to their problems, promoting sustainable economic development, and assisting indigenous communities.

Requirements: Eligible applicants are U.S. and foreign organizations and, occasionally, individuals

Amount: Unspecified

Duration: Unspecified

Contact: Phone: (212) 573-5000

FSC Foundation

Driscoll Catholic High School
555 N. Lombard Rd. • Addison, IL 60101

Title: FSC Foundation Grants

Purpose: Promote and provide support for educational projects and services directed to the poor and disadvantaged including those victimized by society.

Requirements: Eligible applicants are nonprofit, tax-exempt organizations.

Amount: $500-$3,000

Duration: 1 year

Contact: Phone: (708) 543-6310

National Association for Foreign Student Affairs/Association of International Educators

Cooperative Grants Program
1875 Connecticut Ave. NW • Suite 1000
Washington, D.C. 20009

Title: Cooperative Grants Program

Purpose: To encourage the development of innovative student involvement programs and to encourage their replication in other settings.

Requirements: Eligible programs are innovative designs or implementations of previously-funded model projects which strengthen and enrich the experience of foreign students studying in the U.S. and U.S. students involved in study-abroad programs.

Amount: Incentive grants up to $6,000 and minigrants up to $1,000

Duration: Up to 1 year

Contact: Phone: (202) 462-4811
E-mail: SarahH@nafsa.org
SherryB@nafsa.org

National Association for Foreign Student Affairs/Association of International Educators

Field Service Grants Program
1875 Connecticut Ave. NW • Suite 1000
Washington, D.C. 20009

Title: Workshop Development Fund

Purpose: Provide support for professional development workshops for international educators.

Requirements: Eligible applicants are persons coordinating professional development workshops for international educators

Amount: $500-$3,000

Duration: Unspecified

Contact: Phone: (202)462-4811
E-mail: heatherp@nafsa.org

National Endowment for the Humanities

Division of Education Programs
1100 Pennsylvania Ave., NW • Room 302
Washington, D.C. 20506

Title: NEH—Division of Education—Higher Education in the Humanities: Humanities Focus Grants

Purpose: To support collaborative efforts of educators to improve humanities education through planning and study.

Requirements: Eligible applicants are U.S. nonprofit educational organizations and institutions

Amount: $10,000-$25,000

Duration: Unspecified

Contact: Phone: (202) 606-8200
Fax: (202) 606-8204
E-mail: research@neh.fed.us

National Endowment for the Humanities

Division of Education
1100 Pennsylvania Ave., NW • Room 316
Washington, D.C. 20506

Title: NEH—Division of Education—Summer Seminars for College Teachers (Directors)

Purpose: Provide support to conduct summer seminars for college teachers and independent scholars in the humanities.

Requirements: Eligible applicants are host institutions; seminar directors must be recognized scholars in their field.

Amount: $2,450-$4,000 stipend per participant plus direct and indirect costs to host institution.

Duration: Unspecified

Contact:
Phone: (202) 606-8200
Fax: (202) 606-8204
E-mail: research@neh.fed.us

National Endowment for the Humanities

Division of Education
1100 Pennsylvania Ave., NW • Room 316
Washington, D.C. 20506

Title: NEH—Division of Ed.—Elementary and Secondary Education: Humanities Focus Grants

Purpose: Provide support to small groups of teachers, faculty members, and other educators who work together to deepen their understanding of important topics in the humanities, including linguistics and language teaching, and to translate that understanding into plans of action for their institutions.

Requirements: Eligible applicants are U.S. nonprofit, tax-exempt organizations dedicated to improving humanities education.

Amount: $10,000-$25,000

Duration: 12-18 months

Contact: Phone: (202) 606-8200
Fax: (202) 606-8204
E-mail: research@neh.fed.us

National Endowment for the Humanities

Division of Education
1100 Pennsylvania Ave., NW • Room 316
Washington, D.C. 20506

Title: NEH—Division of Education—Elementary and Secondary Education in the Humanities: Institutes

Purpose: Provide support for local and national projects which enable groups of teachers to deepen their knowledge and understanding of English, history, foreign languages and other humanities subjects taught in the schools and to consider how they may be taught more effectively.

Requirements: Eligible applicants are U.S. nonprofit, tax-exempt organizations dedicated to improving humanities education; institutes are usually sponsored by a university or other organization with appropriate resources and facilities.

Amount: $140,000-$180,000

Duration: 18 months

Contact: Phone: (202) 606-8200
Fax: (202) 606-8204
E-mail: research@neh.fed.us

National Endowment for the Humanities

Division of Education
1100 Pennsylvania Ave., NW • Room 316
Washington, D.C. 20506

Title: NEH—Division of Education—Higher Education in the Humanities: Institutes

Purpose: Provide support for projects that promote excellent humanities education by enabling faculty to study together as a means of improving the curriculum and/or developing new and consolidated courses at specific institutions; the program encourages attention to foreign language instruction in the context of culture and the use of authentic materials in language courses.

Requirements: Eligible applicants are U.S. nonprofit, tax-exempt organizations dedicated to improving humanities education.

Amount: $140,000-$60,000

Duration: 18 months

Contact: Phone: (202) 606-8200
Fax: (202) 606-8204
E-mail: research@neh.fed.us

National Endowment for the Humanities

Division of Education
1100 Pennsylvania Ave., NW • Room 316
Washington, D.C. 20506

Title: NEH—Division of Education—Higher Education: Collaborative Study/Curriculum Development Grants

Purpose: Provide support for excellent humanities education by supporting collaborative faculty study leading to the improvement or consolidation of existing courses and curricula or the development of new ones.

Requirements: Eligible applicants are U.S. nonprofit, tax-exempt organizations dedicated to improving humanities education.

Amount: Up to $250,000

Duration: Up to 3 years

Contact: Phone: (202) 606-8200
Fax: (202) 606-8204
E-mail: research@neh.fed.us

National Endowment for the Humanities

Division of Education
1100 Pennsylvania Ave., NW • Room 316
Washington, D.C. 20506

Title: NEH—Division of Education—Higher Education in the Humanities: Special Projects

Purpose: Provide support for excellent humanities education projects that provide an opportunity for collegiate and pre-collegiate faculty to engage in collaborative study of humanities topics (including second languages and their cultural contexts) and to consider how these topics may be taught effectively.

Requirements: Eligible applicants are U.S. nonprofit, tax-exempt organizations dedicated to improving humanities education.

Amount: Unspecified

Duration: Up to 36 months

Contact: Phone: (202) 606-8200
Fax: (202) 606-8204
E-mail: research@neh.fed.us

National Endowment for the Humanities

Division of Education
1100 Pennsylvania Ave., NW • Room 316
Washington, D.C. 20506

Title: NEH—Division of Education—Elementary & Secondary Education: Collaborative Study /Curriculum Development

Purpose: Provide support to local and national projects which enable teachers to deepen their knowledge and understanding of humanities subjects taught in the schools and to consider how they may be taught more effectively.

Requirements: Eligible applicants are U.S. nonprofit, tax-exempt organizations dedicated to improving humanities education.

Amount: Up to $250,000

Duration: Up to 36 months

Contact: Phone: (202) 606-8200
Fax: (202) 606-8204
E-mail: research@neh.fed.us

National Endowment for the Humanities

Division of Research Programs
1100 Pennsylvania Ave. NW • Room 318
Washington, D.C. 20506

Title:	NEH—Division of Research Programs—Interpretive Research Conference
Purpose:	Provide support for conferences designed to advance the state of research in a field or topic of major importance in the humanities.
Requirements:	Eligible applicants are U.S. nonprofit organizations and institutions.
Amount:	$6,000 - $40,000
Duration:	Up to 3 years
Contact:	Phone: (202) 606-8200 Fax: (202) 606-8204 E-mail: research@neh.fed.us

National Endowment for the Humanities

Division of Research Programs
1100 Pennsylvania Ave. NW • Room 318
Washington, D.C. 20506

Title: NEH—Division of Research Programs—Centers for Advanced Study

Purpose: Provide support for interrelated research efforts in well-defined subject areas of the humanities at independent centers.

Requirements: Eligible applicants are nonprofit, tax-exempt centers for advanced study that are financed and directed independently of institutions of higher education and that have established fellowship programs

Amount: Up to $30,000 per fellowship recipient plus related costs

Duration: Up to 3 years

Contact:
Phone: (202) 606-8200
Fax: (202) 606-8204
E-mail: research@neh.fed.us

National Security Education Program Institutional Grants

P.O. Box 20010, 1101 Wilson Blvd. • Suite 1210
Arlington, VA 22209-2248

Title: NSEP Grants to U.S. Institutions of Higher Education

Purpose: Provide support for proposals which contribute to U.S. national security by emphasizing the study of foreign languages and international education in the U.S. and abroad.

Requirements: Eligible applicants are accredited U.S. institutions of higher education.

Amount: $25,000-$250,000 per year

Duration: 1-2 years

Contact:
Phone: (703) 696-1991
Fax: (703) 696-5667
E-mail: nsepo@nsep.policy.osd.mil

Office of Minority Health

Rockwall II Bldg. • Suite 1000
5515 Security Lane • Rockville, MD 20852

Title: OMH—Centers of Excellence Bilingual/ Bicultural Minority Pre-Faculty Fellowship Program

Purpose: Provide relevant educational opportunities for minority students by increasing the number of minority medical school faculty.

Requirements: Eligible applicants are Centers of Excellence grantees funded under Public Health Services Act; fellows must be under-represented minority-group members with doctoral degree in relevant field.

Amount: Up to $50,000 per fellow per year

Duration: 2 years

Contact: Phone: (301) 594-0758
Fax: (301) 443-8280

Office of Minority Health

Rockwall II Bldg. • Suite 1000
5515 Security Lane • Rockville, MD 20852

Title: OMH—Bilingual/Bicultural Service Demonstration Projects in Minority Health

Purpose: Provide support to minority community-based/health care facilities to improve the ability of health care providers and other health care professionals to deliver linguistically and culturally competent health services to limited English-proficient populations.

Requirements: Eligible applicants are public and private nonprofit minority community organizations or health care facilities serving a targeted minority community.

Amount: Up to $100,000

Duration: Up to 3 years

Contact: Phone: (301) 594-0758

U.S. Department of Education

Center for International Education
Undergraduate International Studies and Foreign Language Program
600 Independence Ave. SW • Portals • Suite 600
Washington, DC 20202-5332

Title: Undergraduate International Studies and Foreign Language Program

Purpose: Provide support to institutions to strengthen and improve undergraduate instruction in international studies and foreign languages

Requirements: Eligible applicants are institutions of higher education, public and private nonprofit agencies and organizations or combinations of organizations which have the potential for making a significant contribution to the improvement of undergraduate instruction in international and foreign language studies in the U.S.

Amount: Allowable costs include salaries, acquisition of materials, staff development, consultant, evaluator and guest lecturer fees. A 50% institutional matching of funds is required.

Duration: Usually 2 years

Contact: Phone: (202) 401-9798

U.S. Department of Education

Division of Adult Education and Literacy
Switzer Bldg., Rm. 4428
330 C St. SW • Washington, D.C. 20202-7240

Title: Adult Education State-Administered Program

Purpose: Provide support to local agencies and institutions for adult literacy services.

Requirements: Eligible applicants are state education agencies which in turn make these funds available to local agencies; requires that certain proportions of the grants be used for institutionalized adults and for teacher training/demonstration projects.

Amount: Varies; some cost-sharing required.

Duration: Unspecified

Contact: Phone: (202) 205-8270
Fax: (202) 205-8973

U.S. Department of Education

Division of Adult Education and Literacy
Switzer Bldg. • Room 4428
330 C St. SW • Washington, D.C. 20202-7240

Title: Adult Education Discretionary Programs

Purpose: Provide support for research activities that contribute to the improvement and expansion of adult education.

Requirements: Eligible applicants are state education agencies which in turn make these funds available to local agencies.

Amount: Varies; cost-sharing required.

Duration: Unspecified

Contact: Phone: (202) 205-8270
Fax: (202) 205-8973

U.S. Department of Education

Division of Adult Education and Literacy
Switzer Bldg. • Room 4428
330 C St. SW • Washington, D.C. 20202-7240

Title: Adult Education National Workplace Literacy Program

Purpose: Provide support for demonstration projects that teach literacy skills needed in the workplace.

Requirements: Eligible applicants are partnerships between a business, industry or labor organization and an educational organization.

Amount: Varies; cost-sharing required.

Duration: Unspecified

Contact: Phone: (202) 205-8270
Fax: (202) 205-8973

U.S. Department of Education

Division of Adult Education and Literacy
Switzer Bldg. • Room 4428
330 C St. SW • Washington, D.C. 20202-7240

Title: Adult Education for the Homeless Program

Purpose: Provide support to enable state educational agencies to implement programs of literacy training and basic skills remediation for adult homeless individuals within their state.

Requirements: Eligible applications are state educational agencies.

Amount: Varies; cost-sharing required.

Duration: Unspecified

Contact: Phone: (202) 205-8270
Fax: (202) 205-8973

U.S. Department of Education

International Programs Office
600 Maryland Avenue SW • Washington, D.C. 20202

Title: Fulbright-Hays—Group Projects Abroad Program

Purpose: Provide support for overseas projects in training, research, and curriculum development intended to improve foreign language and area studies at elementary and secondary schools.

Requirements: Eligible applicants are institutions of higher education and similar organizations; projects must focus on geographical area; particular interest in Mexico.

Amount: $30,000 - $70,000

Duration: Unspecified

Contact: Phone: (202) 401-9772

U.S.Department of Education

International Programs Office
600 Maryland Ave. SW • Portals • Suite 600
Washington, D.C. 20202

Title: International/Foreign program—Language Resource Centers Program

Purpose: Provide support for a small number of resource centers that conduct research, development, and training to improve the nation's capacity to teach foreign languages.

Requirements: Eligible applicants are institutions of higher education; preference is given to projects for training teachers in use of foreign language performance tests, effective teaching methods, and the use of new technologies.

Amount: $200,000 -$400,000 per year

Duration: Up to 36 months

Contact: Phone: (202) 401-9782

U.S. Department of Education

International Programs Office
600 Maryland Ave. SW Rob-3 • Room 3053
Washington, D.C. 20202

Title: Intl/Foreign Program—Foreign Language/Area Studies Fellowships Program

Purpose: Enable institutions of higher education to offer fellowship assistance to graduate students undergoing advanced training in modern foreign languages and related area or international studies.

Requirements: Eligible applicants are institutions of higher education; eligible fellowship recipients are graduate students engaged in advanced training in modern foreign languages and related area/international studies.

Amount: Institutional payment, subsistence allowance

Duration: Up to 3 years

Contact: Phone: (202) 401-9782

U.S. Department of Education
International Programs Office

600 Maryland Ave. SW
Rob-3, Room 3053 • Washington, D.C. 20202

Title: International/Foreign Program—National Resource Centers Program

Purpose: Provide assistance to institutions of higher education to establish and strengthen centers of excellence for training in foreign languages and area or international studies.

Requirements: Eligible applicants are institutions of higher education. Projects must include initiation or expansion of training activities for teachers and curriculum in language/area studies, and must focus on a specific area or country, or on international studies of global importance.

Amount: $87,000 - $235,000

Duration: Up to 36 months

Contact: Phone: (202) 401-9782

U.S. Department of Education
OBE/MLA

Switzer Building • Room 5086
400 Maryland Avenue, SW • Washington, D.C. 20202

Title: OBE/MLA-Bilingual Education Fellowship Program

Purpose: Provide support for programs of bilingual education.

Requirements: Eligible applicants are institutions of higher education; students pursuing graduate degrees in area related to programs for LEP may apply to recipient institutions.

Amount: Institution: up to $29,000; individual fellowships average $12,000 a year

Duration: Unspecified

Contact: Phone: (202) 205-9727 or 205-6223

U.S. Department of Education
OBE/MLA

Switzer Building • Room 5086
400 Maryland Avenue, SW • Washington, D.C. 20202

Title: OBE/MLA—Bilingual Education: Developmental Bilingual Education

Purpose: Provide assistance to establish, operate, or improve programs of developmental bilingual education for limited English proficient children.

Requirements: Eligible applicants are local education agencies or institutions of higher education that apply jointly with a local education agency.

Amount: $75,000 - $300,000

Duration: Up to 36 months

Contact: Phone: (202) 205-9700 or 205-6223

U.S. Department of Education
OBE/MLA

Switzer Building • Room 5090
400 Maryland Avenue, SW • Washington, D.C. 20202

Title: OBE-MLA—Bilingual Education: National Professional Development Institutes

Purpose: Assist schools or departments of education in institutions of higher education to improve the quality of professional development programs for personnel serving or preparing to serve limited English proficient children and youth.

Requirements: Eligible applicants are institutions of higher education which have entered into consortia arrangements with local or state educational agencies.

Amount: $500,000

Duration: Up to 60 months

Contact: Phone: (202) 205-8842 or 2205-6223

U.S. Department of Education
OBE/MLA

Switzer Building • Room 5090
400 Maryland Avenue, SW • Washington, D.C. 20202

Title: OBE/MLA—Bilingual Education: Comprehensive School Grants

Purpose: Provide support for implementation of schoolwide bilingual education programs or alternative instruction programs for schools that serve a significant concentration of LEP children.

Requirements: Eligible applicants are local educational agencies and institutions of higher education or community-based organizations in collaboration with local educational agencies.

Amount: $150,000 - $400,000

Duration: 60 months

Contact: Phone: (202) 205-5713 or 205-6223

U.S. Department of Education
OBE/MLA

Switzer Building • Room 5090
400 Maryland Avenue, SW • Washington, D.C. 20202

Title: OBE/MLA—Bilingual Education: Systemwide Improvement Grants

Purpose: Provide support for implementation of district-wide bilingual education programs or special alternative instructional programs in an entire local educational agency that serves a significant number of LEP children and youth.

Requirements: Eligible applicants are one or more local educational agencies, or such agencies in collaboration with institutions of higher education, community-based organizations, or state educational agencies.

Amount: $200,000 - $1 million

Duration: 60 months

Contact: Phone: (202) 205-5530 or 205-6223

U.S. Department of Education
OBE/MLA

Switzer Building • Room 5090
400 Maryland Avenue, SW • Washington, D.C. 20202

Title: OBE/MLA—Bilingual Education: Program Enhancement Grants

Purpose: Provide support to carry out highly-focused, innovative, locally-designed projects to expand or enhance existing bilingual education or special alternative instructional programs for LEP students.

Requirements: Eligible applicants are local educational agencies or such agencies in collaboration with institutions of higher education, community-based organizations, or state educational agencies.

Amount: $100,000 - $150,000

Duration: 24 months

Contact: Phone: (202) 205-5716 or 205-6223

U.S. Department of Education
OBE/MLA

Switzer Building • Room 5090
400 Maryland Avenue, SW • Washington, D.C. 20202

Title: OBE/MLA—Bilingual Education: Field-Initiated Research Program

Purpose: Provide support for field-initiated research activities related to the improvement of bilingual education and special alternative instructional programs for LEP children and youth.

Requirements: Eligible applicants are institutions of higher education, nonprofit organizations, and state and local educational agencies which are recipients of Title VII grants.

Amount: $50,000 - $150,000

Duration: Up to 36 months

Contact: Phone: (202) 205-5568 or 205-6223

United States Information Agency

N. Africa, Near East & S. Asia Branch
Office of Academic Programs
Academic Exchange Division

301 4th Street, SW E/AEN • Room 212
Washington, D.C. 20547

Title: USIA—AED—Foreign Language & Area Studies (N. Africa/Mid. East., S. Asia)

Purpose: Provide support for programs designed to solicit and receive applications for overseas study and research

Requirements: Eligible applicants are public and private, nonprofit, tax-exempt organizations with experience in international academic exchange activities; available for selected countries only.

Amount: Up to $350,000

Duration: Up to 2 years

Contact:
Phone: (202)619-5368
Fax: (202) 205-2466
E-mail: jsedlins@usia.gov

United States Information Agency

Academic Exchange Division-European Branch

E/AEE • Room 246
301 4th Street, SW • Washington, D.C. 20547

Title: USIA—AED—U.S.-NIS Summer Language Teacher Exchange Program

Purpose: Provide support to programs that improve and promote the teaching of American English and culture in the newly independent states and the teaching of the diverse languages and cultures of the newly independent states in the U.S.

Requirements: Eligible applicants are public, nonprofit, tax-exempt organizations; individual participants should be able to converse in the language of the host country without interpreters.

Amount: Varies

Duration: 5-12 weeks

Contact: Phone: (202) 619-5355

Please see also:

Professional Development Awards Section

National Foundation for the Improvement of Education:
Hilda Maehling Grant

National Foundation for the Improvement of Education:
Learning Tomorrow Grant

National Foundation for the Improvement of Education:
Student Success Program

Professional Development Awards

American Council on the Teaching of Foreign Languages

6 Executive Plaza • Yonkers, NY 10701-6801

Title: ACTFL Nelson Brooks Award for Excellence in the Teaching of Culture

Purpose: Recognize the contributions of a foreign language educator who has contributed significantly to the teaching of culture in the foreign language classroom.

Requirements: Eligible nominees are current ACTFL members.

Amount: $500

Duration: Unspecified

Contact: Phone: (914) 963-8830
Fax: (914) 963-1275

American Council on the Teaching of Foreign Languages

6 Executive Plaza • Yonkers, NY 1070-6801

Title: ACTFL Edwin Cudecki International Business Award

Purpose: Recognize individuals who have developed ties between international business, language education, and international studies.

Requirements: Eligible nominees are individuals who have made a significant contribution in bringing together language educators and international business communities or in enhancing the capacity of the U.S. to engage in international business; the recipient may be in corporate, public, or professional service. Foreign language educators are not eligible.

Amount: $500

Duration: Unspecified

Contact: Phone: (914) 963-8830
Fax: (914) 963-1275

American Council on the Teaching of Foreign Languages

6 Executive Plaza • Yonkers, NY 1070-6801

Title: ACTFL National Textbook Award for Building Community Interest in Foreign Language Education

Purpose: Recognize foreign language educators who have made outstanding contributions toward creating community interest in and awareness of the importance of foreign language education.

Requirements: Eligible nominees are members of ACTFL who have achieved outstanding results in promoting the study of foreign languages in their community or region.

Amount: $500

Duration: Unspecified

Contact: Phone: (914) 963-8830
Fax: (914) 963-1275

American Council on the Teaching of Foreign Languages

6 Executive Plaza • Yonkers, NY 1070-6801

Title: ACTFL-NYSAFLT Anthony Papalia Award for Excellence in Teacher Education

Purpose: Recognize a foreign language educator who has demonstrated excellence in the preparation and continuing education of teachers for the profession.

Requirements: Eligible nominees are foreign language educators who have demonstrated excellence in the preparation of teachers for the profession.

Amount: $500

Unspecified

Contact: Phone: (914) 963-8830
Fax: (914) 963-1275

American Council on the Teaching of Foreign Languages

6 Executive Plaza • Yonkers, NY 1070-6801

Title: ACTFL Florence Steiner Awards for Leadership in Foreign Language Education

Purpose: Recognize excellence in teaching and service to the school, community, or state by a foreign language educator.

Requirements: Eligible nominees are members of ACTFL, K-12 or post-secondary foreign language educators, who show evidence of excellence in teaching and service to the community.

Amount: $500

Duration: Unspecified

Contact: Phone: (914) 963-8830
Fax: (914) 963-1275

American Educational Research Association

1230 17th St. NW • Washington, D.C. 20036

Title: AERA/Spencer Travel Fellowships

Purpose: Provide travel support for students wishing to take part in the professional enhancement activities of the Spencer fellowship program.

Requirements: Eligible applicants are students who receive financial support at their home institution and are midway through a doctoral program.

Amount: $3,000

Duration: 1 year

Contact: Phone: (202) 223-9485
Fax: (202) 775-1824

American Philological Association

Department of Classics
College of the Holy Cross • Worcester, MA 01610

Title: APA Fellowship in Latin Lexicography

Purpose: Enable an American scholar to participate in the work of the Thesaurus Lingue Latine in Munich.

Requirements: Eligible applicants are U.S. citizens or permanent residents with Ph.D. who are familiar with the Latin language and have a reading knowledge of German.

Amount: $31,500

Duration: 1 year

Contact: Phone: (508) 793-2203;
Fax: (508) 793-3428

Robert Foster Cherry Awards Committee

Baylor University
P.O. Box 97412 • Waco, Texas 76798-7412

Title: The Robert Foster Cherry Awards for Great Teachers

Purpose: To recognize distinguished teaching.

Requirements: By nomination only; recipient will present lecture series and teach spring semester at Baylor University.

Amount: $25,000/$100,000 in alternating years

Duration: Unspecified

Contact: Phone: (817) 755-2923;
Fax: (817) 755-3740

Embassy of Japan

2520 Massachusetts Avenue NW
Washington, D.C. 20008-0000

Title: Japan Exchange and Teaching Program

Purpose: Provide support for ESL teachers to teach in Japan as a means to promote mutual understanding between Japan and other countries.

Requirements: Eligible applicants are individuals at the graduate or postgraduate level who are citizens of the U.S., U.K., Australia, New Zealand, Canada, or Ireland and are under 35 years of age.

Amount: $28,000 plus travel expenses

Duration: 1 year

Contact: Phone: (202) 939-6700 or 1-800-INFO-JET

International Research and Exchanges Board

1616 H Street, NW • Washington, D.C. 20006

Title: Short-Term Travel Grants: Collaborative Activities Grants, Senior Scholar Travel Grants, Independent Short-Term Research Grants

Purpose: Provide support to scholars who travel to Central and Eastern Europe, the states of the former Soviet region, and Mongolia for scholarly projects related to the humanities and social sciences.

Requirements: Eligible applicants are U.S. citizens or permanent residents holding Ph.D. or equivalent professional degree.

Amount: Transoceanic airfare and per diem up to $100 a day

Duration: 1-2 weeks

Contact: Phone: (202) 628-8188
Fax: (202) 628-8189

Literacy Volunteers of America

5795 Widewaters Parkway • Syracuse, NY 13214-1846

Title: Ruth J. Colvin Awards

Purpose: Recognize the achievement by an individual in each of the following categories: basic reading student, ESL student, administrative volunteer, volunteer reading tutor, ESL tutor.

Requirements: Eligible nominees are persons affiliated with a LVA program.

Amount: Unspecified

Duration: Unspecified

Contact: Phone: (315) 445-8000
Fax: (315) 445-8006

National Association for Foreign Student Affairs/Association of International Educators

Field Service Grants Program
1875 Connecticut Ave. NW • Suite 1000
Washington, D.C. 20009

Title: Regional Conference Travel Grants

Purpose: Enable educators, administrators, and community volunteers to travel to NAFSA regional conferences

Requirements: Eligible applicants are first-time participants/attendees to NAFSA regional conference

Amount: Up to $400 for travel and lodging

Duration: Unspecified

Contact: Phone: (202)462-4811
E-mail: heatherp@nafsa.org or elisb@nafsa.org

National Association for Foreign Student Affairs/Association of International Educators

Field Service Grants Program
1875 Connecticut Ave. NW • Suite 1000
Washington, D.C. 20009

Title: In-Service Training Grants

Purpose: Provide support for in-service training arranged by applicant

Requirements: Eligible applicants are U.S.-based professionals and community volunteers visiting other institutions for training.

Amount: Up to $500

Duration: Unspecified

Contact: Phone: (202)462-4811
E-mail: heatherp@nafsa.org

National Association for Foreign Student Affairs/Association of International Educators

Field Service Grants Program
1875 Connecticut Ave. NW • Suite 1000
Washington, D.C. 20009

Title: Structured In-Service Training Grants

Purpose: Provide support for educators, administrators, and community volunteers to attend non-NAFSA sponsored workshops and seminars.

Requirements: Eligible applicants are U.S.-based professionals and community volunteers.

Amount: Up to $500

Duration: Unspecified

Contact: Phone: (202)462-4811
E-mail: heatherp@nafsa.org

National Council of Teachers of English Research Foundation

1111 W. Kenyon Rd. • Urbana, IL 61801

Title: Regular Grant-in-Aid

Purpose: Encourage research, experimentation, and investigation in the teaching of English, including methods, materials, and curriculum patterns.

Requirements: Eligible applicants are members of NCTE.

Amount: Up to $12,500

Duration: Unspecified

Contact: Phone: (217) 328-3870
Fax: (217) 328-0977

National Endowment for the Humanities

Division of Education
1100 Pennsylvania Ave., NW • Room 316
Washington, D.C. 20506

Title: NEH—Division of Education—Summer Seminar for School Teachers (Participation awards)

Purpose: Provide support to teachers wishing to participate in summer seminars for advanced study of significant texts in the humanities.

Requirements: Eligible applicants are full-time and regular part-time K-12 teachers.

Amount: $2,450-$3,200

Duration: 4-6 weeks

Contact:
Phone: (202) 606-8200
Fax: (202) 606-8204
E-mail: research@neh.fed.us

National Endowment for the Humanities

Division of Research Programs
1100 Pennsylvania Ave. NW • Room 318
Washington, D.C. 20506

Title: NEH—Division of Research Programs—Fellowship Program—University Teachers

Purpose: Provide support for individuals wishing to pursue advanced work that will enhance their capacities as teachers, scholars, or interpreters of the humanities, including linguistics.

Requirements: Eligible applicants are individuals who are affiliated with a college or university department that grants the Ph.D. and who are not active candidates for a degree.

Amount: Up to $30,000

Duration: 6-12 months

Contact:
Phone: (202) 606-8200
Fax: (202) 606-8204
E-mail: research@neh.fed.us

National Endowment for the Humanities

Division of Research Programs
1100 Pennsylvania Ave. NW • Room 316
Washington, D.C. 20506

Title: NEH—Division of Research Programs—Fellowship Program (College Teachers/Independent Scholars)

Purpose: Provide support for individuals wishing to pursue advanced work that will enhance their capacities as teachers, scholars, or interpreters of the humanities.

Requirements: Eligible applicants are full-time or part-time faculty and staff of colleges and universities that do not grant the Ph.D. or do not grant it in the same general discipline as the applicant's project, and employees of institutions other than colleges or universities.

Amount: Up to $30,000

Duration: 6 to 12 months

Contact: Phone: (202) 606-8200
Fax: (202) 606-8204
E-mail: research@neh.fed.us

National Foundation for the Improvement of Education

1201 16th St., NW • Washington, D.C. 20036

Title: Hilda Maehling Grants Program

Purpose: Provide support for teacher-led, public school based initiatives that use technology to develop teachers' professional tools and techniques and to address the needs of diverse groups of students.

Requirements: Eligible applicants are members of the National Education Association and its recognized local and state affiliates.

Amount: Up to $4,000

Duration: 1 year

Contact: Phone: (202) 822-7840
Fax: (202) 822-7779

National Foundation for the Improvement of Education

1201 16th St., NW • Washington, D.C. 20036

Title: Learning Tomorrow Program

Purpose: Provide support for teacher-led school based teams to explore how information technologies can be used to restructure the teaching and learning process.

Requirements: Eligible applicants are public school employees who are members of the NEA or its recognized local and state affiliates.

Amount: Varies

Duration: 2 years

Contact: Phone: (202) 822-7840
Fax: (202) 822-7779

National Foundation for the Improvement of Education

1201 16th St., NW • Washington, D.C. 20036

Title: Student Success Program

Purpose: Provide support for programs which embrace student success through parental involvement, increased student confidence, and/or interdisciplinary approaches to teaching and learning.

Requirements: Eligible applicants are teachers, support staff, higher education faculty and staff in public education institutions.

Amount: Up to $5,000 a year

Duration: Varies

Contact: Phone: (202) 822-7840
Fax: (202) 822-7779

National Foundation for the Improvement of Education

1201 16th St., NW • Washington, D.C. 20036

Title: Student Success Program

Purpose: Provide support for programs that maximize teachers' ability to design successful programs to reach disenchanted youth and thereby decrease the dropout rate. Themes of the program change yearly.

Requirements: Eligible applicants are teachers and other school employees, higher education faculty and staff, and teams made up of any combination of these categories.

Amount: $4,000

Duration: 1 year

Contact: Phone: (202) 822-7840
Fax: (202) 822-7779

Newberry Library Committee on Awards

60 West Walton Street • Chicago, IL 60610

Title: Newberry-British Academy Fellowship for Study in Great Britain

Purpose: Provide support for scholars wishing to study in Great Britain in fields appropriate to the collections of the Newberry Library, including linguistics.

Requirements: Eligible applicants are established scholars at the postdoctoral level.

Amount: Thirty British pounds per day; fellow's home institution expected to continue his/her salary.

Duration: 3 months

Contact: Phone: (312) 255-3666

Stanford Humanities Center

Mariposa House
Stanford University • Stanford, CA 94305

Title: Stanford Humanities Center External Faculty Fellowships

Purpose: Support research of scholars seriously concerned with humanistic issues (including linguistics) and questions of value.

Requirements: Eligible applicants are at least 3 years beyond receipt of Ph.D., primarily those currently affiliated with an academic institution. Fellows are expected to teach at the Center for one quarter or organize a conference/symposium there.

Amount: $20,000-$30,000 plus travel and housing assistance

Duration: 1 year

Contact: Phone: (415) 723-3052;
Fax: (415) 723-1895

TESOL, Inc.

1600 Cameron Street • Suite 300
Alexandria, Virginia 22314-2751

Title: TESOL Travel Grant

Purpose: Provide support for an ESL professional to attend a TESOL convention.

Requirements: Eligible applicants are TESOL members who are currently practicing EFL teachers, teacher trainers, or supervisors and who have a minimum of 5 years of experience in a non-English-speaking setting.

Amount: Varies

Duration: One convention

Contact: Phone: (703) 836-0774
E-mail: tesol@tesol.edu

TESOL, Inc.

1600 Cameron Street • Suite 300
Alexandria, Virginia 22314-2751

Title: Mary Finocchiaro Award for Excellence in the Development of Pedagogical Materials

Purpose: Recognize a person who has achieved excellence through the development of practical pedagogical materials not yet submitted for publication.

Requirements: Eligible applicants are TESOL members.

Amount: $500

Duration: None

Contact: Phone: (703) 836-0774
E-mail: tesol@tesol.edu

TESOL, Inc.

1600 Cameron Street • Suite 300
Alexandria, Virginia 22314-2751

Title: TESOL Research Interest Section/Newbury House Distinguished Research Award

Purpose: Recognize excellence in any area of research on language teaching and learning.

Requirements: Eligible applicants are TESOL members who have completed a scholarly paper which has not been submitted for publication before published dates or which has been accepted for publication in the TESOL Quarterly in the 12 months prior to the published dates.

Amount: $1,000

Duration: None

Contact: Phone: (703) 836-0774
E-mail: tesol@tesol.edu

TESOL, Inc.

1600 Cameron Street • Suite 300
Alexandria, Virginia 22314-2751

Title: TESOL Virginia French Allen Award for Scholarship and Service

Purpose: Honor an ESOL teacher who has shared scholarship and provided service at the affiliate level.

Requirements: Eligible nominees are members of a TESOL affiliate who are not members of TESOL.

Amount: 3-year membership in TESOL including subscriptions to TESOL publications (approximately $250 value).

Duration: 3 years

Contact: Phone: (703) 836-0774
E-mail: tesol@tesol.edu

TESOL, Inc.

1600 Cameron Street • Suite 300
Alexandria, Virginia 22314-2751

Title: TESOL Newbury House Award for Excellence in Teaching

Purpose: Honor teachers considered by their colleagues to be excellent teachers.

Requirements: Eligible nominees are TESOL members with at least 5 years of ESL/EFL classroom experience; nominations must be by other TESOL members.

Amount: Unspecified

Duration: None

Contact: Phone: (703) 836-0774
E-mail: tesol@tesol.edu

TESOL, Inc.

1600 Cameron Street • Suite 300
Alexandria, Virginia 22314-2751

Title: TESOL Leadership Mentoring Program

Purpose: Help underrepresented groups within TESOL become more involved in the work of the Association. The program pairs selected individuals with mentors at the TESOL convention to guide recipients in contributing their time and expertise to TESOL activities and projects.

Requirements: Eligible nominees are TESOL members who are linguistic or racial minorities in the U.S., nonnative speakers of English, and/or individuals employed in settings other than universities.

Amount: Registration at TESOL conference plus $300 for lodging expenses during the convention; a mentoring relationship with a TESOL leader (approximately a $475 value).

Duration: One conference

Contact: Phone: (703) 836-0774
E-mail: tesol@tesol.edu

U.S. Department of Education
Center for International Education

Fulbright-Hays Seminars Abroad Program
600 Independence Ave. SW • Portals • Suite 600
Washington, DC 20202-5332

Title: CIE-Fulbright-Hays Seminars Abroad Program

Purpose: Provide short-term study/travel opportunities abroad for U.S. educators in the social sciences and humanities to improve their understanding and knowledge of the people and culture of another country.

Requirements: Eligible applicants are faculty and administrators from elementary, secondary, and post-secondary institutions; must be U.S. citizen or permanent resident with at least 3 years full-time teaching or administrative experience and currently employed as a teacher or administrator in the social sciences or humanities.

Amount: Travel, room and board, tuition, and fees.

Duration: Unspecified

Contact: Phone: (202) 401-9798

United States Information Agency

600 Maryland Avenue, SW • Room 140
Washington, D.C. 20024

Title: USIA Fulbright Teacher Exchange Program

Purpose: Increase mutual understanding between the people of the U.S. and the people of other countries through the funding of teacher and administrator exchanges.

Requirements: Eligible applicants are U.S. citizens with BA/BS, teachers/administrators with 3 years full-time experience who meet subject/level/language requirements of host country.

Amount: Varies

Duration: 1 academic year; may be renewable

Contact: Phone: (800) 726-0479

United States Information Agency

Fulbright Senior Scholar Program
Council for International Exchange of Scholars
3007 Tilden St. NW • Suite 5M
Washington, D.C. 20008-3009

Title: Fulbright Scholar Program: Lecturing and Special Seminars

Purpose: Provide U.S. college and university faculty, professionals, and independent scholars the opportunity to teach or study abroad and to make a contribution to global understanding. Host countries and program types change annually; for 1997-98 funding is available in Argentina, Benin, Czech Republic, Ethiopia, Guatemala, Hungary, Indonesia, Jordan, Kuwait, Lithuania, Malaysia, Mauritius, Mexico, Moldova, Morocco, Norway, Pakistan, Philippines, Poland, Senegal, Slovak Republic, Syria, Taiwan, Tunisia, Ukraine, United Arab Emirates, West Bank, and Zimbabwe.

Requirements: Eligible applicants are U.S. citizens with Ph.D. or equivalent professional/terminal degree (except in the case of a limited number of junior lecturing awards), college or university teaching/administrative experience and (where applicable) foreign language proficiency.

Amount: Monthly stipend of $2,400 to $3,500 plus living allowance and travel expenses.

Duration: 3-9 months

Contact: Phone: (202) 686-4000
E-mail: info@ciesnet.cies.org

United States Information Agency

Teacher Exchange Branch • Washington, D.C. 20547

Title: Federal Republic of Germany Teacher Award

Purpose: Provide support to teachers from the United States who wish to teach in bilingual schools in the Federal Republic of Germany.

Requirements: Eligible applicants are elementary and secondary teachers of various subjects who are U.S. citizens, hold at least a bachelor's degree, have a current full-time teaching/administrative assignment, have at least 3 years of full-time experience, and are fluent in German.

Amount: DM3,200 per month plus travel, incidental allowance, and small allowance for children.

Duration: 10 months

Contact: Phone: (202) 485-2555

Virginia Foundation for the Humanities

145 Ednam Drive • Charlottesville, VA 22903

Title: Virginia Center for the Humanities Affiliate Fellowships

Purpose: Provide access to University of Virginia facilities for individuals wishing to work in a community of scholars to develop curricula and special programs

Requirements: Eligible applicants are independent and affiliated scholars, professionals and others working in the humanities; work toward a degree is not supported.

Amount: Office space, access to facilities, and up to $1,000 for relocation costs

Duration: 1-12 months

Contact: Phone: (804) 924-3296;
Fax: (804) 296-4714
E-mail: vfhpp@virginia.edu

Please see also:

Research Awards Section:

Educational Testing Service: Postdoctoral Fellowship Program

The Society for the Humanities: Postdoctoral Fellowships in the Humanities

University of Queensland: Travel Grant

Pre-service Fellowships and Scholarships Section:

Educational Testing Service: Summer Internships in Program Direction

Foundation for European Language and Educational Centres: Scholarship

Grawemeyer Award in Education: Publication Award

Soros English Teaching Fellow Program: ESL/EFL Internship Program in Eastern Europe and the NIS

United States Information Agency: Fulbright Student Program Grants

Pre-service Fellowships and Scholarships

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American Association of University Women Educational Foundation

International Programs
P.O. Box 4030 • Iowa City, IA 52243-4030

Title: AAUW—International Fellowships

Purpose: Provide support for advanced study and training at U.S. institutions for women of outstanding ability who are not citizens or permanent residents of the U.S.

Requirements: Eligible applicants are female citizens of countries other than the U.S. who have B.A./B.S. or equivalent degree and intend to return to home country to pursue a professional career; applicants must display satisfactory English proficiency.

Amount: $15,065

Duration: 1 academic year

Contact: Phone: (319) 337-1716

American Committee for KEEP

825 Green Bay Rd. • Suite 122 • Wilmette, IL 60091-2500

Title: Brian Kane Fellowship

Purpose: Provide support to a Christian person to serve as an assistant English instructor and English-Japanese translator with the Kiyosato Educational Experiment Project.

Requirements: Eligible applicants are individuals with a bachelor's or higher degree who have advanced training in oral and written Japanese and are native speakers of American English.

Amount: 150,000 yen a month plus room, board, car, and travel.

Duration: 1 year

Contact: Phone: (847) 853-2500
Fax: (847) 853-8901

American Council of Learned Societies

Office of Fellowships and Grants
228 East 45th Street • New York, NY 10017

Title: ACLS—Research Fellowships—East European Studies

Purpose: Provide support for research on Eastern Europe, including multidisciplinary and/or comparative projects.

Requirements: Eligible applicants are postdoctoral, dissertation-level, and advanced graduate students in any discipline of the humanities or social sciences; must be U.S. citizens or permanent residents.

Amount: Up to $30,000

Duration: 2 months to a year

Contact: Fax: (212) 949-8058

American Council on the Teaching of Foreign Languages

6 Executive Plaza • Yonkers, NY 10701-6801

Title: ACTFL-MLJ Emma Marie Birkmaier Award for Doctoral Dissertation Research in Foreign Language Education

Purpose: Recognize an author of doctoral dissertation research in foreign language education that contributes significantly to the advancement of the profession.

Requirements: Eligible nominees are recent authors of appropriate doctoral dissertation research.

Amount: $500

Duration: Unspecified

Contact: Phone: (914) 963-8830
Fax: (914) 963-1275

American Educational Research Association

1230 17th St. NW • Washington, D.C. 20036

Title: AERA/Spencer 1-year Fellowships

Purpose: Provide opportunities for doctoral students to complement and extend the education and training they receive at their home institutions.

Requirements: Eligible applicants are students midway through doctoral programs in educational research.

Amount: $16,000 plus travel funds

Duration: 1 year

Contact: Phone: (202) 223-9485
Fax: (202) 775-1824

American Educational Research Association

1230 17th St. NW • Washington, D.C. 20036

Title: AERA Minority Dissertation Fellowships

Purpose: Provide support for final two years of doctoral program for minority students pursuing careers in higher education/ educational research.

Requirements: Eligible applicants are members of groups traditionally underrepresented in higher education in the U.S.; must be a U.S. citizen or native resident of a U.S. possession, enrolled as a doctoral student in a U.S. university, have completed most course requirements, and have an accepted Ph.D./ Ed.D. dissertation proposal.

Amount: $10,000 per year

Duration: Up to 2 years

Contact: Phone: (202) 223-9485
Fax: (202) 775-1824

American Educational Research Association Grants Program

Graduate School of Education
University of California • Santa Barbara, CA 93106-9490

Title: AERA Dissertation Grants Program

Purpose: Provide support for dissertation research on education policy and practice issues using National Center for Educational Statistics and National Science Foundation data sets.

Requirements: Eligible applicants are advanced graduate students.

Amount: $10,000/$20,000

Duration: 1 year/2 years

Contact: Phone: (805) 893-8568

American Speech-Language-Hearing Foundation

10801 Rockville Pike • Rockville, MD 20852

Title: ASHF Graduate Scholarships—International/Minority Student

Purpose: Support for graduate study in communication sciences and disorders.

Requirements: Eligible applicants are international/minority graduate students studying in the U.S.

Amount: $2,000

Duration: Unspecified

Contact: Phone: (301) 897-5700

American University in Cairo

866 United Nations Plaza • Suite 517
New York, NY 10017-1889

Title: Fellowship in Teaching English as a Foreign Language

Purpose: Provide support for candidates wishing to earn a master's degree in TEFL and acquire language teaching skills at the American University in Cairo, Egypt.

Requirements: Eligible applicants are individuals with a 3.0 undergraduate GPA in a field related to TEFL and a course in educational psychology.

Amount: Tuition, living expenses, return travel.

Duration: 2 years

Contact: Phone: (212) 421-6320
Fax: (212) 688-5341

Center for Applied Linguistics

1118 22nd St. NW • Washington, D.C. 20037

Title: G. Richard Tucker Summer Fellowship

Purpose: Provide opportunity for graduate students in any field concerned with the study of language to work with CAL senior staff on an existing research project or one suggested by the Fellow, especially projects focusing on language issues related to minorities or language education.

Requirements: Eligible applicants are candidates for a master's or doctoral degree who have completed the equivalent of at least 1 year of full-time graduate study in a field concerned with the study of language.

Amount: Travel expenses and stipend

Duration: 8 weeks during summer

Contact: Phone: (202) 429-9292
E-mail: grace@cal.org

Educational Testing Service

P.O. Box 6155 • Princeton, NJ 08541

Title: ETS—Summer Internships in Program Direction

Purpose: Provide opportunities, especially for women and minority professionals, for a work/learning experience in the field of measurement and evaluation.

Requirements: Eligible applicants are individuals who have completed a master's level graduate program, especially those currently in predoctoral studies.

Amount: $2,500 plus living allowance for spouse and/or children

Duration: 8 weeks

Contact: Phone: (609) 734-1806
E-mail: idelauro@ets.org

Educational Testing Service

P.O. Box 6155 • Princeton, NJ 08541

Title: ETS—Summer Program in Research for Graduate Students

Purpose: Provide opportunities for graduate students to participate in ongoing research projects under the supervision of ETS staff, and increase the number of women and minority professionals in educational measurement.

Requirements: Eligible applicants are graduate students pursuing a doctorate in a relevant discipline and providing evidence of prior research.

Amount: $2,500

Duration: 8 weeks

Contact: Phone: (609) 734-1806
E-mail: ldelauro@ets.org

Test of English as a Foreign Language Program

Educational Testing Service
P.O. Box 6155 • Princeton, NJ 08541

Title: Second/Foreign Language Dissertation Research Grant

Purpose: Support doctoral dissertation research that makes significant and original contribution to the field of second/foreign language testing

Requirements: Work must be completed in relation to a doctoral degree or its equivalent and the dissertation must have been accepted by the candidate's institution after published deadlines.

Amount: $2,500

Duration: Unspecified

Contact: Phone: (609) 921-9000

Linguistic Society of America

1325 18th Street NW • Suite 211 • Washington, D.C. 20036

Title: Fellowships for Study at the Linguistic Institute

Purpose: Give students an opportunity to attend the Linguistic Institute.

Requirements: Eligible applicants are undergraduate and graduate students.

Amount: Limited to tuition

Duration: 6-8 weeks, nonrenewable

Contact: Phone: (202) 835-1714
E-mail: zzlsa@gallua.bitnet

Ministry of Education and Training

900 Bay St.
Mowatt Block • Queen's Park • 16th Fl.
Toronto, ON M7A 1L2 • Canada

Title: Official Languages Monitor Program

Purpose: Provide support for full-time university students through part-time work as second-language monitors in educational institutions.

Requirements: Eligible applicants are Canadian citizens or permanent residents who have completed one year of post-secondary study

Amount: $C3,200

Duration: Unspecified

Contact: Phone: (416) 325-2792

National Endowment for the Humanities

Division of Research Programs
1100 Pennsylvania Ave., NW • Room 316
Washington, D.C. 20506

Title: NEH—Division of Research Programs—Faculty Graduate Study Program for HBCU's

Purpose: Provide support for doctoral study for humanities teachers at historically Black colleges and universities.

Requirements: Eligible applicants are humanities teachers at HBCU's who have completed one year of graduate study towards a doctorate in the humanities (not education)

Amount: Up to $30,000

Duration: Unspecified

Contact:
Phone: (202) 606-8200
Fax: (202) 606-8204
E-mail: research@neh.fed.us

National Foreign Language Center

Institute of Advanced Studies
1619 Massachusetts Ave. NW • 4th Floor
Washington, D.C. 20036

Title: NFLC—Institute of Advanced Studies—Student Fellowships

Purpose: Provide support for empirical research in the form of statistical, experimental, and/or ethnographic studies documenting the pedagogical, cognitive, and behavioral aspects of language learning, the effectiveness of curricular design, materials, delivery modes, pedagogies and methods of teacher preparation.

Requirements: Eligible applicants are predoctoral students at the dissertation stage, nominated by dissertation supervisor.

Amount: $2,000- $3,000 per month

Duration: 4-9 months

Contact: Phone: (202) 667-8100

National Science Foundation

Directorate for Social, Behavioral, & Economic Science
Division of Behavioral and Cognitive Sciences
4201 Wilson Blvd. • Arlington, VA 22230

Title:	SBE-Grants for Improving Doctoral Dissertation Research
Purpose:	Support improved quality of dissertation research by providing funds for items (e.g., data-gathering, specialized research equipment, travel) not normally available through student's university.
Requirements:	Eligible applicants are dissertation advisors on behalf of graduate students at U.S. universities.
Amount:	Unspecified
Duration:	Up to 24 months
Contact:	Phone: (703) 306-1760

National Security Education Program Institutional Grants

P.O. Box 20010 • 1101 Wilson Blvd. • Suite 1210
Arlington, VA 22209-2248

Title: National Security Education Program Graduate International Fellowship Competition

Purpose: Provide support for graduate students to add an international element to their curriculum; students already enrolled in internationally oriented programs are encouraged to intensify their study of areas, languages, and cultures through overseas study and domestic support.

Requirements: Eligible applicants are U.S. citizens enrolled in an accredited U.S. college or university. Applications must include formal study of a modern language other than English. Study of Western Europe, Canada, Australia, and New Zealand is explicitly excluded.

Amount: Unspecified

Duration: Unspecified

Contact: Phone: (800) 498-9360 or (202) 884-8285
Fax: (202) 884-8638
E-mail: nsep@nsed.org

Northwestern University

Department of Linguistics • Evanston, IL 60208

Title:	Support for Graduate Students of Linguistics
Purpose:	Provide general support for graduate students in linguistics.
Requirements:	Eligible applicants are all Northwestern graduate students.
Amount:	Minimum $9,700
Duration:	1 year, renewable
Contact:	Phone: (847) 491-7020 Fax: (847) 491-3770

School for International Training

Kipling Road
P.O. Box 676 • Brattleboro, VT 05302-0676

Title: World Learning Bachelor's Program in World Issues

Purpose: Provide support to persons wishing to enroll in undergraduate study at the School for International Training.

Requirements: Eligible applicants are individuals of any nationality.

Amount: Unspecified

Duration: 2 years which includes a 6-12 month overseas internship.

Contact: Phone: (800) 451-4465/ (802) 257-7751
Fax: (802) 258-3500

School for International Training

Kipling Road
P.O. Box 676 • Brattleboro, VT 05302-0676

Title: World Learning Master of Arts in Teaching Program

Purpose: Provide support to prepare language teachers committed to professional development and service in their field.

Requirements: Eligible applicants are persons of any nationality who are preparing for a language-teaching career.

Amount: Unspecified

Duration: Unspecified

Contact: Phone: (800) 451-4465/ (802) 257-7751
Fax: (802) 258-3500

Smithsonian Institution

Office of Fellowships and Grants
955 L'Enfant Plaza • Suite 7000
Washington, D.C. 20560

Title: Smithsonian Institute Predoctoral Fellowships—Arts, Humanities, Social Sciences

Purpose: Provide support for in-residence research in the arts, humanities, and social sciences.

Requirements: Eligible applicants are doctoral candidates who have completed coursework and are engaged in dissertation research, but have not yet been advanced to candidacy.

Amount: $14,000 annual stipend

Duration: Unspecified

Contact: Phone: (202) 287-3271

Smithsonian Institution

Office of Fellowships and Grants
955 L'Enfant Plaza • Suite 7000
Washington, D.C. 20560

Title: Smithsonian Institution Graduate Student Fellowships—Arts, Humanities, Social Sciences

Purpose: Provide support for in-residence research in selected fields.

Requirements: Eligible applicants are students enrolled in graduate program at degree-granting institution, who have completed at least 1 semester of work and not yet advanced to candidacy in doctoral program.

Amount: $3,000

Duration: 10 weeks

Contact: Phone: (202) 287-3271

SOROS English Teaching Fellow Program

Linguistics Program
The University of Montana • Missoula, MT 59812

Title: ESL/EFL Internship Program in Eastern Europe and the Newly Independent States

Purpose: Provide technical assistance to EFL/ESL institutions in target areas and provide professional development experience for visiting teachers.

Requirements: Eligible applicants will have ESL qualifications; MA in Applied Linguistics preferred.

Amount: Expenses plus inflation-protected instructor-level salary

Duration: 1 year

Contact:
Phone: (406) 243-4751
Fax: (406) 243-2016
E-mail: hausmann@selway.umt.edu

The Spencer Foundation

900 North Michigan Avenue • Suite 2800
Chicago, IL 60611-1542

Title: Dissertation Fellowships for Research Related to Education

Purpose: Support individuals in various disciplines whose dissertations show potential for bringing fresh and constructive perspectives to the history, theory, or practice of education.

Requirements: Eligible applicants are doctoral candidates at U.S. graduate schools; dissertation topic must concern itself with education.

Amount: $17,000 total

Duration: Up to 2 years

Contact: Phone: (312) 337-7000
Fax: (312) 337-0282
E-mail: fellows@spencer.org

TESOL, Inc.

1600 Cameron Street • Suite 300
Alexandria, Virginia 22314-2751

Title: Albert H. Marckwardt Travel Grants

Purpose: Provide assistance to graduate students traveling to a TESOL convention.

Requirements: Eligible applicants are TESOL members who are graduate students worldwide in TESL/TEFL, except international graduate students studying in the U.S.

Amount: $500 plus waiver of convention registration fees

Duration: One convention

Contact: Phone: (703) 836-0774
E-mail: tesol@tesol.edu

TESOL, Inc.

1600 Cameron Street • Suite 300
Alexandria, Virginia 22314-2751

Title: TESOL Fellowship for Graduate Study

Purpose: Provide support for graduate study in the teaching of English to speakers of other languages and support the development of projects with direct application to second language classroom instruction.

Requirements: Eligible applicants are TESOL members who are, or have been within the last year, enrolled in a TESL or TEFL graduate program that prepares teachers to teach English to speakers of other languages.

Amount: $2,500

Duration: Unspecified

Contact: Phone: (703) 836-0774
E-mail: tesol@tesol.edu

TESOL, Inc.

1600 Cameron Street • Suite 300
Alexandria, Virginia 22314-2751

Title: United States Information Agency Travel Grants

Purpose: Provide assistance to international graduate students traveling to a TESOL conference within the U.S.

Requirements: Eligible applicants are TESOL members from countries outside the U.S. who are currently pursuing a course of study in TESL/TEFL in the U.S. and who are not receiving other support from the U.S. government.

Amount: $500 plus waiver of convention registration fees

Duration: One convention

Contact: Phone: (703) 836-0774
E-mail: tesol@tesol.edu

United States Information Agency

Fulbright Student Program
809 United Nations Plaza • New York, NY 10017

Title: USIA—Fulbright Grants—Taiwan: Teaching Assistantships/Internships

Purpose: Provide opportunity for fulfillment of internship requirements related to graduate study in international education or cross-cultural counseling or Chinese studies.

Requirements: Eligible applicants are U.S. citizens; must be articulate native English speaker.

Amount: Unspecified

Duration: Unspecified

Contact: Phone: (212) 984-5330

United States Information Agency

Fulbright Student Program
809 United Nations Plaza • New York, NY 10017

Title: USEA—Fulbright Grants—Korea: English Teaching Assistantships

Purpose: Provide U.S. citizens with opportunities to assist in teaching conversational English in Korean secondary schools; independent study/research that does not conflict with teaching responsibilities is encouraged but not supported.

Requirements: Eligible applicants are U.S. citizens with bachelor's but not doctoral degree; preference is given to unmarried candidates under age 30.

Amount: $1,000 per month plus travel, insurance, and miscellaneous costs

Duration: 1 year; renewable for up to 2 more years

Contact: Phone: (212) 984-5330

United States Information Agency

U.S. Student Programs • 809 United Nations Plaza
New York, NY 10017-6000

Title: French Government Teaching Assistantships

Purpose: Provide support for internship in TESL in secondary schools in France.

Requirements: Eligible applicants are U.S. citizens up to age 30 at the graduate/postgraduate level.

Amount: F 4,000 per month

Duration: 8 months

Contact: Phone: (212) 984-5330
Fax: (212) 984-5492

United States Information Agency

Fulbright Student Program
809 United Nations Plaza • New York, NY 10017

Title:	USIA—Fulbright Grants—Germany: FAD Teaching Assistantships
Purpose:	Provide U.S. citizens opportunities to assist in teaching English language, American studies, and American literature to German high school students.
Requirements:	Eligible applicants are U.S. citizens under age 30 and unmarried, holding bachelor's degree but no doctoral degree; preference given to students of German.
Amount:	$1,150 per month plus travel and insurance
Duration:	1 academic year; renewable
Contact:	Phone: (212) 984-5330

United States Information Agency

Fulbright Student Program
809 United Nations Plaza • New York, NY 10017

Title: USEA—Fulbright Grants—Belgium & Luxembourg: Teaching Assistants in English

Purpose: Provide U.S. citizens with opportunities to assist in teaching conversational English in Belgian or Luxembourg secondary schools or universities.

Requirements: Eligible applicants are U.S. citizens with bachelor's degree but no doctoral degree; preference given to candidates who plan careers in teaching French, German, or Dutch.

Amount: Stipend and incidental expenses

Duration: Unspecified

Contact: Phone: (212) 984-5330

United States Information Agency

Fulbright Student Program
809 United Nations Plaza • New York, NY 10017

Title: USIA—Fulbright Grants—Hungary: Teaching Assistants in English

Purpose: Provide U.S. citizens with opportunities to assist in teaching conversational English in Hungarian universities.

Requirements: Eligible applicants are U.S. citizens with bachelor's degree but no doctoral degree.

Amount: Stipend and incidental expenses

Duration: Unspecified

Contact: Phone: (212) 984-5330

United States Information Agency

Fulbright Student Program
809 United Nations Plaza • New York, NY 10017

Title: USIA—Fulbright Grants—Austrian Government Teaching Assistantships

Purpose: Provide U.S. citizens with opportunities to assist in teaching English in Austrian high schools in university towns in conjunction with Fulbright study/research grants in German language, literature, and linguistics.

Requirements: Eligible applicants are U.S. citizens with bachelor's degree but no doctoral degree.

Amount: AS 13,000 per month

Duration: 9 months

Contact: Phone: (212) 984-5330

United States Information Agency

Fulbright Student Programs
809 United Nations Plaza • New York, NY 10017

Title: USIA—Fulbright Grants—American Republics Area: Full Grants

Purpose: Support graduate study in selected countries of the American Republics (e.g., Latin and South America)

Requirements: Eligible applicants are U.S. citizens with bachelor's degree but no doctoral degree. Candidates should have communicative proficiency in the language of the host country.

Amount: Travel, maintenance, tuition, and miscellaneous costs

Duration: Usually 1 academic year

Contact: Phone: (212) 984-5330

United States Information Agency

Fulbright Student Program
809 United Nations Plaza • New York, NY 10017

Title: USIA—Fulbright Grants—Middle East and North Africa Area: Full Grants

Purpose: Support graduate study in selected countries of the Middle East and North Africa Area.

Requirements: Eligible applicants are U.S. citizens with bachelor's degree but no doctoral degree. Candidates should have communicative proficiency in the language of the host country.

Amount: Travel, maintenance, tuition, and miscellaneous costs

Duration: Usually 1 academic year

Contact: Phone: (212) 984-5330

United States Information Agency

Fulbright Student Program
809 United Nations Plaza • New York, NY 10017

Title: USIA—Fulbright Grants—Sub-Saharan Africa Area: Full Grants

Purpose: Support graduate study in selected countries of the Sub-Saharan Africa Area.

Requirements: Eligible applicants are U.S. citizens with bachelor's degree but no doctoral degree. Candidates should have communicative proficiency in the language of the host country.

Amount: Travel, maintenance, tuition, and miscellaneous costs

Duration: Usually 1 academic year

Contact: Phone: (212) 984-5330

United States Information Agency

Fulbright Student Program
809 United Nations Plaza • New York, NY 10017

Title: USIA—Fulbright Grants—Pacific Area: Full Grants

Purpose: Support graduate study in selected countries of the Pacific Area.

Requirements: Eligible applicants are U.S. citizens with bachelor's degree but no doctoral degree. Candidates should have communicative proficiency in the language of the host country.

Amount: Travel, maintenance, tuition, and miscellaneous costs

Duration: Usually 1 academic year

Contact: Phone: (212) 984-5330

United States Information Agency

Fulbright Student Program
809 United Nations Plaza • New York, NY 10017

Title: Fulbright Travel Grants

Purpose: Enable graduate students to travel abroad for research purposes.

Requirements: Eligible applicants are students using personal funds for study or grantees of non-USIA awards that do not cover travel. Grants may be used only for travel to selected country where student will pursue studies for an academic year.

Amount: Varies according to country of assignment

Duration: Unspecified

Contact: Phone: (212) 984-5330

University of New England

Postgraduate Scholarship Section • Research Services
Armidale, NSW 2351 • Australia

Title: University of New England Research Scholarship

Purpose: Provide support for students working toward a research master's degree or doctor's degree in various fields including ESL

Requirements: Eligible applicants are graduates or postgraduates who are Australian citizens/permanent residents and persons of other nationalities who can provide evidence of personal financial support of $A8,000 per year.

Amount: Travel, living expenses, dependents' expenses, incidental allowance.

Duration: 2 years for Master's, 3 years for Ph.D.

Contact:
Phone: (61-67) 73 3571
Fax: (61-67) 73 3543
E-mail: aharrisss@metz.une.edu.au

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University of Southern California

Department of Linguistics • Los Angeles, CA 90089

Title: USC—College of Letters, Arts and Sciences Predoctoral Fellowships for Entering Students

Purpose: Provide support for the most meritorious entering graduate students in the university who have been admitted to doctoral programs and who plan a career in university teaching and research.

Requirements: Eligible applicants are entering doctoral students with high undergraduate GPA and high GRE scores.

Amount: $14,000 per year plus full tuition

Duration: 3 years, re-awarded annually

Contact: Phone: (213) 740-2986
Fax: (213) 740-9306

University of Southern California

Department of Linguistics • Los Angeles, CA 90089

Title: USC—Teaching/Research Assistants, Assistant Lecturers

Purpose: Provide support for meritorious entering and continuing students in linguistics.

Requirements: Eligible applicants are graduate students in linguistics. They may qualify for graduate assistantships in foreign language departments, the American Language Institute teaching ESL, or in the Expository Writing Program, teaching composition.

Amount: Approximately $12,000 per year plus tuition

Duration: Up to 4 years, renewable

Contact: Phone: (213) 740-2986
Fax: (213) 740-9306

Woodrow Wilson National Fellowship Foundation

CN 5329 • Princeton, NJ 08543-5329

Title: Andrew W. Mellon Fellowships in Humanistic Studies

Purpose: Provide support for exceptionally promising students preparing for careers in humanistic teaching and scholarship.

Requirements: Eligible applicants are college seniors and recent graduates who give evidence of outstanding academic promise and who desire to begin graduate work in preparation for a career of teaching and scholarship in a humanistic field of study.

Amount: $13,750 plus tuition and fees

Duration: 1 year, nonrenewable

Contact:
Phone: (609) 452-7007
Fax: (609) 452-0066
E-mail: jacquie@woodrow.org

Please see also:

Research Awards Section:

American Association of University Women:
American Fellowships, Dissertation and Postdoctoral

American Educational Research Association:
AERA Fellows Program

John Carter Brown Library:
Library Short-Term Research Fellowships

NEH Long-Term Fellowships

James S. McDonnell Foundation:
Postdoctoral Fellowship in Cognitive Studies for Education Practice

Newberry Library:
Joint Fellowships with American Antiquarian Society

Newberry Library:
Short-Term Resident Fellowships for Individual Researchers

Program Development Awards Section:

United States Department of Education:
Foreign Language/Area Studies Fellowships Program

Bilingual Education Fellowship Program

Professional Development Awards Section:

American Educational Research Association:
AERA/Spencer Travel Grants

Embassy of Japan:
Japan Exchange and Teaching Program

3
Grant Proposals

Grant proposals take a variety of forms. The simplest are single-page documents that can be completed in an hour or less. The most complex, on the other hand, contain hundreds of pages and can take weeks, if not months, to prepare. As a rule, the complexity and length of the proposal is proportional to the amount of money at stake and the number of applicants vying for it. This section of the *Handbook* offers general advice on how to systematically prepare effective multi-page grant proposals. Figure 1 (p. 202) charts the stages in the grant proposal development process.

Stages in the Grant Proposal Process

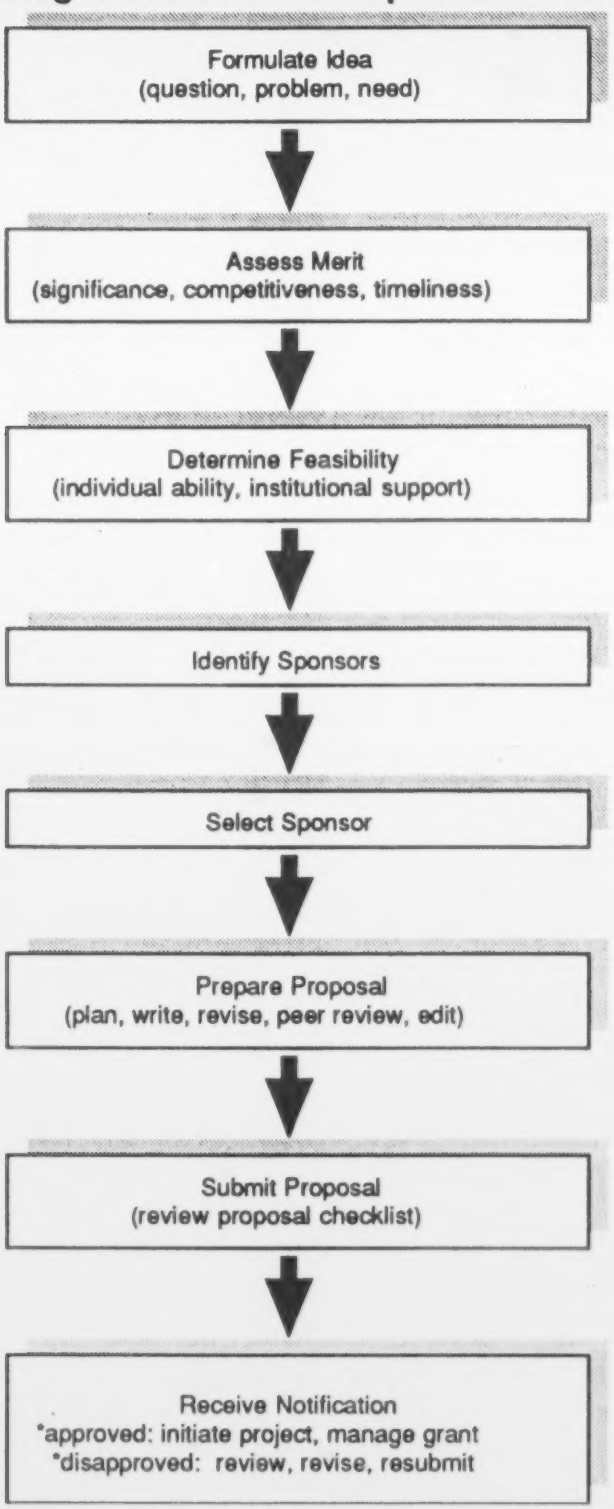
Formulating the idea

Every idea for a grant proposal is born of a question, a problem, or a perceived need. Usually it is the grant writer who identifies the idea, but sometimes the sponsor declares a commitment to solving a problem and requests proposals. Most ideas do not result in a grant proposal and for good reason: not all ideas have merit. And even when an idea has merit it may not be feasible. Therefore, two of the most important stages in the grant proposal process occur at the very beginning. The grant writer must determine the merit and feasibility of the idea. Mary Hall (1988) submits this is a responsibility that carries moral overtones:

> As there are not sufficient financial resources available to meet all of society's needs, those dollars which are requested and approved should be used to the best possible purpose. (1988, p. 21)

Figure 1

Stages in the Grant Proposal Process



Assessing merit

Assessing the merit of an idea requires discipline. The grant writer must temporarily suspend any personal interest or enthusiasm for the idea and impartially consider its significance and relation to some larger whole. In academe, this means relating the idea to some larger theoretical or practical issue. An idea can also have merit if it responds to the needs of a particular community or geographical region, or holds the promise of ameliorating a significant social problem. Do other researchers recognize the idea as important? In the market place of ideas, is this idea likely to attract attention or prevail over other ideas? Will this idea be judged superior to others by a panel of experts? Are researchers actively engaged in research related to this idea or to related matters? In responding to these questions, the grant writer begins to weigh the relative merit of an idea.

Determining feasibility

A grant proposal can have merit, yet not be feasible. Sometimes the limitation lies with the grant writer, while other times it is due to a lack of institutional support. The National Science Foundation, for example, requires evidence that the grant writer has the requisite skills and resources (e.g., scholarly expertise, foreign language proficiency, graduate assistants, access to subjects, release time, proper equipment) to engage in the project. Very good proposals, therefore, may not be feasible, if the grant writer lacks either the skills or resources needed to carry out the project. Institutions are increasingly expected to provide matching support in grant proposals and sponsors will often reject proposals that do not include institutional contributions such as office space, clerical support, and computer services.

Identifying sponsors

If the proposal has merit and is feasible, the next step is to begin to identify sponsors. As noted in Chapter 1, sponsors can be divided into two broad categories: private, which includes corporations, foundations, professional/trade associations, private educational institutions; and public, which includes all local, state, and federal entities. Chapter 1 reviewed the resources available for identifying grant sponsors. Sponsors usually indicate what types of projects they fund and this information is included in the descriptions that appear in foundation directories. Taking the time to research a sponsor's funding priorities ensures that each name placed on the sponsor list, in theory at least, could fund the proposal. A list of three or four potential sponsors is adequate. Once sponsors have been identified, each should be contacted to confirm the accuracy of published information and to learn if any other initiatives are being promoted that could help or hurt the prospects of the proposal. Grant writers who thoroughly research potential sponsors and match their proposals to the sponsors' funding priorities significantly improve their chances of obtaining support.

Selecting a sponsor

If only a single name emerges from the sponsor identification stage, the grant writer moves to the proposal stage. However, when faced with multiple possible sponsors, it is useful to list the advantages and disadvantages associated with each. It is also helpful to specify, in order of importance, the issues the grant writer values most. If getting funded is the highest priority (and it frequently is), then one would want to select a sponsor who gives special consideration to the proposal. State and local governments sometimes operate noncompetitive grant programs and "by invitation only" programs that give special preferences to projects proposed by individuals or institutions in their jurisdictions or geographical

areas. The same is true of some corporations and foundations. Another approach is to calculate the percentage of grant applications funded (if information exists) and select the sponsor that offers the best odds of sponsoring the proposal. Recognize, though, that every offer of support comes with its own set of obligations. And some sponsors impose more onerous obligations than others. For this reason, comparing the advantages and disadvantages of accepting support from each name on the list can be a useful way of identifying the best sponsor for the project.

Preparing the proposal

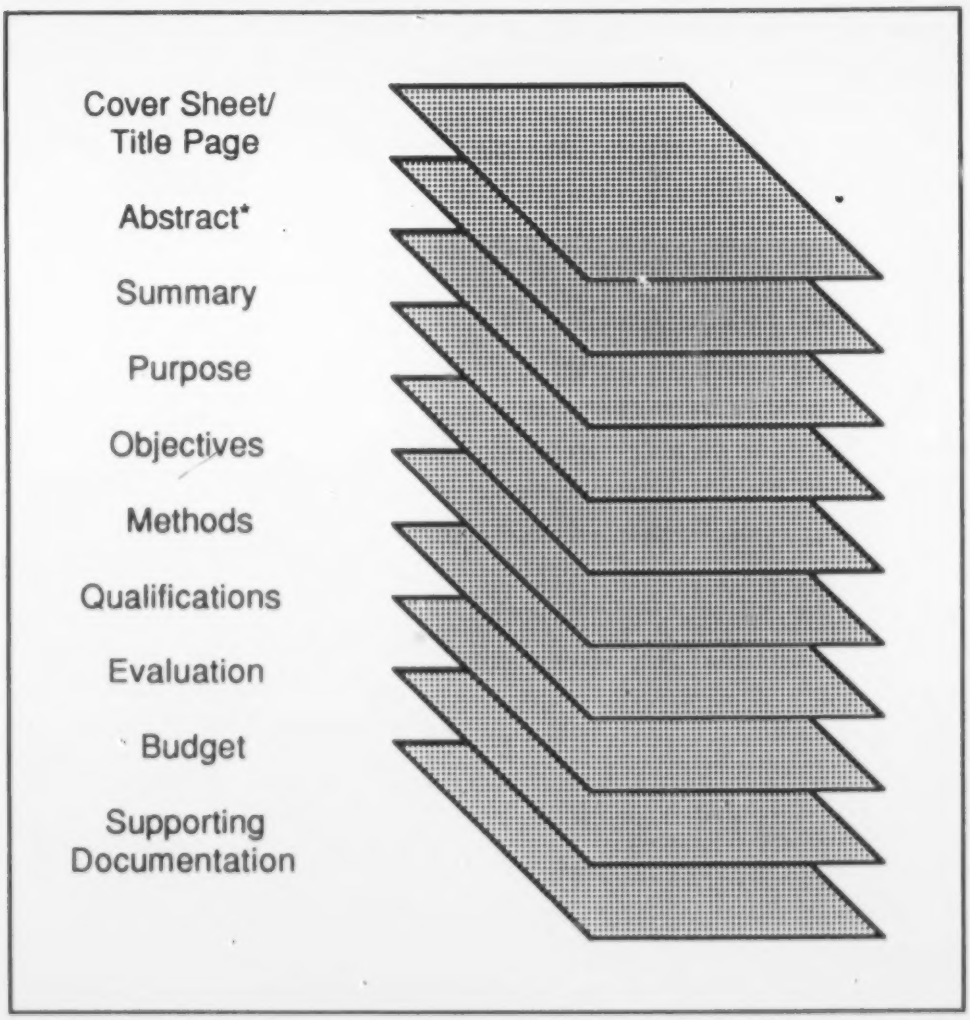
All complex tasks benefit from planning, a maxim that applies to grant proposals as well. Figure 2 (p. 206) shows the most common components of a grant proposal. Refer to the two federal grant applications included in the Appendix for specific examples of the information and organization of National Science Foundation and National Endowment for the Humanities grant applications. A corporate foundation grant application form from a Fortune 500 company is also in the Appendix.

Proposal writing is a form of technical writing. However, it is a form that has much in common with the steps used by most college students to prepare general research papers. The writer must collect the appropriate information; organize it into major categories; weave it into a narrative draft; review, revise, and edit the text; obtain the reactions of a peer; and make the final changes.

Submitting the proposal

While some sponsors accept facsimile transmitted copies of proposals, most require the original documents. The fastest and safest method of conveying original documents is by express mail. Because most application deadlines are not negotiable, express mail is also the way to ensure the proposal arrives in time. Federal agencies are presently evaluating the viability of receiving proposals by electronic mail, and it is probable this will become an option that is available in the future.

Figure 2
Common Features of Grant Proposals



Receiving notification

Once the proposal is in the mail, the waiting begins. In the case of the Fulbright Scholars Program, award finalists can wait up to 8 months for final notification. Small, local foundations, on the other hand, are often able to make a decision in

several weeks. If the proposal is approved, the grant writer can rejoice, start the project, and begin to manage the grant. If it is declined, review any comments, revise the proposal, and resubmit it to the next sponsor on the list. Experienced grant seekers continue to refine a proposal that has been declined (often contacting the sponsor to learn exactly what was wrong and how to fix it) and resubmit it to other potential sponsors. Well-developed proposals represent a considerable investment and, having passed the merit assessment noted in stage two, are worth implementing. Abandoning a good grant proposal based on a single unsatisfactory review makes as much sense as abandoning a job search after a single unsuccessful interview. A better strategy is to learn from the experience, make adjustments, and resume the search.

Common Sections of a Grant Proposal

Sponsors are quite explicit about how proposal applications should be completed. In complex proposals, standardized cover sheets and application forms are provided and must be submitted together with proposal narratives. Refer to the three example grant applications included in the Appendix. Although grant applications differ in how many sections they include and what they are labeled, most ask for the same basic information. Figure 2 (p. 206) identifies some of the most common sections found in grant proposals.

Cover sheet/title page

A cover sheet, sometimes referred to as a title page, is frequently provided to grant applicants by federal agencies (e.g., the National Science Foundation, Fulbright Scholars Program) and large corporate and foundation sponsors. The cover sheet/title page is often a multipage document to which the other sections of the proposal are attached.

Abstract

State and federal agencies usually require abstracts for all proposed projects. Experienced grant writers recognize the importance of a well-written abstract. Krathwohl (1988) notes the abstract is a critical piece of the proposal because it is reviewed by staff when the proposal is being discussed; it is the source of text for cataloging the project; it is usually the description of the project distributed in press releases, and it may be the only part of the proposal read by executive administrators and others who make important decisions related to the proposal. Hence, it is advisable to prepare the abstract at the end of the proposal preparation process and to consider the different audiences that will read it. Technical language should be kept to a minimum and the abstract should not exceed 500 words unless the sponsor specifies otherwise.

Summary

When an abstract is not requested a summary is usually expected. Both documents provide a brief overview of the proposal, including a problem or need statement, the objectives, anticipated outcomes, and the amount of money requested for the project.

Purpose and objectives

The first section in the body of the proposal consists of a purpose statement. This is where any prefatory or background information appears and the rationale for the project is presented. It is important early in this section to link the proposal directly to the sponsor's funding priorities and to establish the significance of the project. The specific objectives of a project sometimes appear in the purpose section and other times are broken out into a separate category. Regardless of where the objectives appear in the proposal, they should be stated precisely and limited in number. Henson (1995) sug-

gests including no more than five objectives in a grant proposal and presenting them in order of their relative importance. Because the objectives represent exactly what the project will accomplish, this seems like reasonable advice. Presenting too many objectives may lead reviewers to conclude the project is too ambitious or that it lacks sufficient focus. Ranking objectives in terms of their importance gives the sponsor the option of funding some but not all aspects of a project.

Methods

Every project requires a plan. Grant applicants present their plan for the project in the methods section of the proposal. Hall (1988) refers to this section as the procedures— "a plan of action for how the purposes will be achieved" (p. 81). Most researchers are aware of the importance of specifying the population of a study, the sampling procedures to be used, the type of instrumentation used to collect data, the analyses to be conducted, and the general design of the investigation. These considerations constitute the *modus operandi* for those engaged in disciplined inquiry of most sorts. In addition to stating the various procedures to be used in carrying out the project, a work plan is often developed. Simple work plans consist of a time line and major stages in the project, whereas more complex plans include elaborate flow charts that specify all activities that will occur in a given stage and the personnel assigned to execute them.

Qualifications

Sponsors want to be confident a grant recipient is capable of undertaking a project, and they expect to be convinced of this in the qualifications section of the proposal. This section emphasizes the professional preparation and accomplishments of the personnel who will participate in the project. Although only highlights of the individuals' preparation and achievements appear in the section, a vita for each participant is

included as supporting documentation in an appendix. Resources, in addition to the human ones noted above, are also noted; these include any special equipment, laboratories, and past institutional accomplishments that might enhance the applicant's ability to accomplish the objectives of the present project.

Evaluations

Most sponsors require projects to be evaluated. In the simplest terms, this means determining the extent to which the project has achieved its stated objectives. While this is a reasonable expectation, it is not always easy to agree on the best process for accomplishing this. Exactly what will be evaluated and the type of information that will be collected and analyzed should be clearly stated in this section. Evaluation criteria ought to be presented for each of the objectives listed in the purpose statement.

Budget

In addition to the total cost of the project, sponsors require a detailed breakdown of the expenditures related to the various aspects of the project. Common general budget categories for expenses include: salaries (and associated employee benefits), telecommunications, supplies, travel, equipment, postage, printing, and indirect costs.

Indirect costs represent expenses such as utilities, insurance, maintenance, and investments in infrastructure that contribute to a project, but that cannot readily be separated out and itemized. Sponsors recognize that institutions incur such expenses and many sponsors have developed formulas for reimbursing institutions for these costs. The federal government reimburses indirect costs based on a percentage of the total value of the project. At major research universities, the indirect rate on grants and contracts is set by the research office and every grant proposal must use the same indirect

rate or negotiate an exemption with a grants officer. Even in cases where the indirect rate does not have to be approved in advance, grant writers should determine the indirect rate (if necessary in consultation with the sponsor) prior to submitting the proposal.

Sponsors often expect grant applicants to assume some of the costs associated with a project. Cost-sharing estimates should appear in the budget section of the proposal and should be clearly labeled as such. Reviewers will be looking for these contributions. Cost-sharing can occur in the form of in-kind contributions (e.g., supplies, office space, postage, telecommunications) or a percentage of the actual costs of a project. Increasingly, sponsors are requesting that proposals include collaborative partnerships that bring civic, business, or educational organizations together in creative ways. The Goals 2000 initiative managed by the U.S. Department of Education actually requires each proposal to include a partnership agreement between at least two educational institutions.

Supporting documents

The last section of the proposal includes any documents referred to, but not contained, in the body of the proposal. Examples of supporting documents are the vitas of participants, charts, data collection instruments, and, in some cases, letters of commendation from sponsors of previous projects. Anything that is supplemental or too lengthy to be included in the text of the proposal appears in this section.

Common Reasons Grant Applications Fail

William Hill (1980) reports a study conducted by the staff of the National Institutes of Health (NIH) in which the agency reviewed 701 NIH proposals that were declined. The staff divided their reasons into four broad categories:

- the nature of the problem

- the approach to the problem
- the competence of the investigator(s)
- the conditions of the research environment

More than three quarters of the proposals were rejected either because the approach to the problem was flawed (38.9%) or the competence of the investigator(s) was in question (38.2%). The nature of the problem was judged a major factor in declining a proposal in only 18.1% of the cases and the research environment was a factor in less than 5% of those proposals which were declined. Included in the category of approach to the problem were such concerns as clarity of the project's objectives, specificity and adequacy of the research plan, and appropriateness of the analysis procedures. Under the category of the investigator's(s') competence, the staff included concerns related to whether the applicant(s) possessed the technical training and skills to successfully undertake the project, the extent to which the applicant(s) were familiar with the pertinent literature related to a project, and whether the problem was more complex than the investigator(s) seemed to think. These data appear to underscore the importance of preparing cogent, clearly written proposals that provide reviewers with enough detail to persuade them that (a) the project is viable, and (b) the applicant has the qualifications and ability to carry it out.

Krathwohl (1988) reviewed the results of three large studies (including the one cited above) that examined why grant proposals were not funded. The studies included the judgments of reviewers from three different federal agencies. Krathwohl reports that in nearly three quarters of the cases in which a proposal did not get funded reviewers reported concerns with the procedures section, what we have referred to as the methods section. Common problems found in this section included vague or unclear specifications of the procedures for carrying out the project; weak connections between the stated objectives and the choice of procedures;

and poor design decisions (e.g., subject selection, sampling technique, or choice of statistical test).

Another major trouble spot was the problem statement section. Half of all the proposals declined were judged inadequate in this area. The most frequent reason for declining proposals that contained weak problem statements was the perceived insignificance of the project. Although in some cases, proposals were declined because the problem statement was ambiguous or lacked a sufficiently narrow focus.

Clearly, weaknesses in the proposal document and the perceived competence of the applicant are major factors in why proposals fail. However, there are other reasons. The nature of a particular project also affects the chances of getting funded. As noted previously, most sponsors tend to make grants for a limited range of activities. If a proposal does not fall within the sponsor's goals, it will probably not be funded regardless of its merits. Thus, the time spent investigating, identifying, and ranking likely sponsors (which was suggested in stage four of the proposal preparation process) reduces the likelihood of a poor match between the proposal and the sponsor's goals.

There is one factor, though, that is beyond the grant writer's control: the availability of sufficient funds to support the number of grant proposals received by a sponsor. Although the number of proposals submitted rises, the money available to support projects is at best remaining constant, and in the case of most public entities is actually decreasing. The ensuing competition ensures that many very good and deserving proposals go unfunded simply for lack of resources. The increased competitiveness of sponsored activities means a grant writer must avoid the common pitfalls and prepare an excellent proposal just to be considered.

Suggestions for Writing Effective Grant Proposals

Grant proposals should conform to the same general standards established for all good writing. These include:

- considering the nature of the audience
- organizing the presentation to convey a clear message that contributes to a cohesive whole
- using the conventions of correct grammar punctuation, and spelling.
- organizing the content into meaningful units
- employing words and transitional phrases that make the connections between ideas logical

If it is not clear who will be reviewing the proposal, contact the sponsor and find out the review process and the general backgrounds of those most likely to read the proposal. Most proposals are reviewed by a variety of readers, including administrative staff, technical experts, and in the case of corporate and private foundations, trustees. A well-written proposal should be comprehensible to each of these audiences. In addition to reflecting a sense of audience, good writing is carefully organized to express a main point and each part contributes something to an understanding of the whole This means more than the ability to use the conventions of standard English, although that is certainly important. It means ensuring the proposal is organized into meaningful individual paragraphs and that the different elements of the proposal are thoughtfully integrated. Good writing involves specifying the relationship between ideas and developing the ideas in logical and predictable ways. Good writers use words and transitional phrases as sign posts to guide the reader through the writing.

While a well-written grant proposal reflects the characteristics of all good writing, it is, nonetheless, a special kind of technical writing. The grant writer's task is to take complex, and quite often very abstract, information and make it comprehensible to the reader using as little space as possible. Technical writing specialists stress the importance of using active

verbs and simple sentence constructions to enhance the readability of texts. Sentence patterns and paragraph lengths should be varied, but long complex sentences and half-page paragraphs risk losing the reader and will decrease reading speed. Grant writers should strive to present complex and significant ideas in visually diverse ways (e.g., charts, tables, figures, bold type, bullets, headings and subheadings) so as to reveal the logical relationships between the different elements in the proposal. Important concepts or processes need to be presented graphically in the form of a model and described in the text by using analogies, when possible. An image is always easier to recall than an abstract description, which explains why the advertising industry is long on pictures and short on words. Jargon should be avoided and acronyms should be kept to a minimum. When acronyms are used, the full form should be introduced in the text first and followed by the acronym in parentheses.

In *Elements of Style* , William Strunk notes "Vigorous writing is concise" (in Rawson & Miner, 1986, p. 34). Indeed it is. Unlike the science of proposal writing, which is nothing more than mastering a set of steps and specific techniques, the art of proposal writing rests on the individual ability to carefully choose the right words and to weave sentences into a concise and convincing whole. Some individuals are more gifted in this regard than others. When a grant writer's strengths lie more toward the scientific end of this continuum, it is a good ideas to collaborate with a colleague who is talented in written expression.

Krathwohl (1988) suggests the proposal be prepared so it can be easily skimmed. He encourages the writer to use "road signs" to lead the reader through the proposal.

This can be accomplished with:

- a strong topic sentence for each paragraph (and under lining or setting it off in some way when it is embedded in the paragraph)

- a system of three or four headings that show the organizational relationship/significance of different elements in the text

- a pattern of white space on the page, which can be used either for visual relief or to highlight information

- a series of bullets to emphasize or summarize key points

Resist the urge to mail the proposal as soon as the last sentence has been written. Some of the most important work remains to be done. Yet because of time constraints, this is the place where compromises are frequently made. Experienced grant writers plan for this stage of the proposal process from the outset. They ensure enough time is set aside to review, edit, and obtain feedback on the proposal. Otherwise, there is the risk details will be overlooked that could leave one embarrassed, or worse, cost a person the project. Meticulously review the proposal for typographical errors and problems with grammar, spelling, word choice, and punctuation. Proposal reviewers have zero tolerance for poorly prepared proposals and they, fairly or unfairly, assume the grant writer will undertake the project with the same attention to detail as appears in the proposal. Once it has been carefully edited, have a valued colleague read the proposal from the point of view of the sponsor and give a candid appraisal of it.

Draw up a submission checklist before taking any steps to send the proposal to the sponsor. Build the checklist as each component of the proposal is developed (e.g., cover sheet, introduction, tables, charts, budget, abstract). Include each of the activities stated in Figure 1 (revise, peer review, edit) and add "sign proposal." A checklist reduces the chance of failing to include a part of the proposal.

This chapter has offered a general introduction to proposal writing. For more information on grant writing, review the resources found in Chapter 4.

References

Hall, M. (1988). *Getting funded: A complete guide to proposal writing*. Portland, OR: Continuing Education Publications.

Henson, K. (1995). *The art of writing for publication*. Boston: Allyn & Bacon.

Hill, W. (1980). *Successful grantsmanship*. Steamboat Springs, CO: Grant Development Institute.

Krathwohl, D. (1988). *How to prepare a research proposal* (3rd ed.). Syracuse, NY: Syracuse University Press.

Rawson, H., & Miner, M. (Eds.). (1986). *The new international dictionary of quotations*. New York: NAL Penguin.

4

Annotated Bibliography of Resources

Bowker, R. R. (1994). *Annual register of grant support: A directory of funding sources.* (28th ed.). New York: Author.

This publication lists awards made by government agencies, foundations, corporations, trade/professional associations, and special interest organizations. Each entry contains information on the award amount, type, purpose, duration, number of applicants and recipients, requirements, and restrictions.

Coleman, W. E. (1984). *Grants in the humanities: A scholar's guide to funding sources.* (2nd ed.). New York: Neal-Schuman.

Coleman has developed a useful guide for anyone interested in obtaining grant support and preparing proposals for sponsored research. *Grants in the Humanities* contains a sample proposal and budget as well as detailed descriptions of nearly 200 specific grant programs (including essential information on the amount of support, number of awards made, requirements, application deadlines, and contact information).

Council for International Exchange of Scholars. (1996). *Directory of Fulbright awards for research and lecturing: 1997-98*. Washington, DC: Author.

This is an annual publication distributed by the agency that coordinates the Fulbright Scholars program. It includes awards by academic discipline and region that are available to faculty who wish to conduct research or lecture in their academic specialty abroad. Most TESOL-related awards are listed under TEFL/Applied Linguistics. The *Directory* contains application procedures, deadlines, and application materials.

Oryx. (1995).*Directory of research grants*. (20th ed.). Phoenix, AZ: Author.

This publication contains approximately 6,000 awards that support research in every major discipline. The *Directory* includes program descriptions, contact information, program requirements, award restrictions and amounts, and application deadlines. Contents are indexed by subject and sponsor.

Feczko, M. M., & Rich, E. H. (Eds.). (1996). *The foundation directory, 1996 edition*. New York: The Foundation Center.

This is the definitive source of information on U.S. foundations with assets of at least $2 million and that award a total of $200,000 or more each year. Entries contain information on application procedures, giving restrictions, types of support available, award amounts, sponsor's interests, address, and telephone number. Entries are organized alphabetically by foundation name and indexed by subject areas, names of donors and officers, geographic location, international interests, and types of support awarded. The *Directory* is updated annually.

Feczko, M. M., & Cantarella, G. M. (Eds.). (1996). *The foundation directory part 2: A guide to grant programs $50,000-$200,000, 1995* (4th ed.). New York: The Foundation Center.

Part 2 provides the same kind of information and uses the same format as *The Foundation Directory*; however, Part 2 focuses on the 4,200 intermediate-sized foundations that award between $50,000 and $200,000 annually.

Ferguson, J. (1993). *Grants to teachers: A guide to federal and private funding*. Alexandria, VA: Capitol.

This is a valuable resource designed for those who work in public or private K-12 settings as teachers, administrators, and program specialists. It contains more than 200 grant programs sponsored by federal agencies, foundations, corporations, and professional associations. Awards are indexed by subject and the type of support provided.

Ferrara, M. H. (Ed.). (1995). *The awards almanac: An international guide to career, research, and education funds.* Chicago: St. James.

The Awards Almanac lists more than 2,000 awards available to individuals who wish to study or engage in professional activities abroad. Entries are indexed alphabetically by subject, award type, sponsor, and geographical region.

Foundation Center. (1994). *National guide to funding in higher education*. (3rd ed.). New York: Author.

This publication provides information on 3,600 sponsors who have awarded more than 10,000 recent grants to postsecondary institutions, including research institutes and graduate programs. Although it is of greatest interest to university development and sponsored research officers,

faculty can learn about important trends in sponsored support by reviewing the contents of this publication.

Hall, L. V. (Ed.). (1995). *Foundation grants to individuals* (9th ed.). New York: Foundation Center.

Grants to Individuals represents the most comprehensive list available of private foundation awards made to individuals. The 9th edition contains 658 separate foundations with award programs that support individuals. Entries include the same information and follow the same format as the Foundation Center's *Foundation* and *Part 2* directories.

Institute of International Education. (1989). *Financial resources for international study: A definitive guide to organizations offering awards for overseas study.* Princeton, NJ: Peterson's Guides.

This guide includes more than 600 awards available to college and university students and working professionals. Awards support undergraduate, graduate, and post-graduate study, travel, and internships abroad. Entries are listed alphabetically by sponsor, field of study, and applicants' academic status. Entries provide contact information, and application requirements, procedures, and deadlines.

Institute of International Education. (1994). *U.S. student Fulbright grants and other grants for graduate study and research abroad: 1995-96.* New York: Author.

This is a description of all the study abroad programs coordinated by the institute that make awards to U.S. graduate students.

National Endowment for the Humanities. (1991). *National endowment for the humanities. Annual report, 1991.* Washington, DC: Author.

Although this publication summarizes only the awards made in fiscal year 1991, it provides an excellent overview of the range and nature of the activities supported by the NEH. More recent reports will reflect the effects of reduced funding for this agency.

Oryx. (1994). Directory *of grants in the humanities.* (8th ed.). Phoenix, AZ: Author.

The *Directory* contains nearly 3,800 different award programs sponsored by public agencies and private foundations, corporations, and professional associations. The awards include fellowships, internships, and grants for research, travel, conferences, or dissertation work. Anthropology, language, and linguistics are the three disciplines most directly related to TESOL that are included in the subject index.

Schlachter, G. A., & R. D. Weber. (1994). *Financial aid for study and training abroad.* San Carlos, CA: Reference Service.

This guide includes a list of award programs sponsored by government agencies, foundations, and trade/professional associations. Entries are indexed by program title, sponsor, geographic region, and subject. The publication also has an annotated bibliography of financial aid directories.

Tobiasen, L. G. (Ed.). (1995). *The foundation grants index, 1996 edition.* New York: The Foundation Center.

The *Grants Index* lists more than 72,000 recent grants of $10,000 or more that have been made by 1,029 of the nation's largest independent, corporate, and community foundations. This resource permits the grantseeker to determine who is

funding what. Information is indexed by 28 broad subject areas (e.g., higher education, arts, and culture), listed geographically by state, and alphabetically by the name of the foundation.

United States Office of Federal Register. (Periodically). *The federal register.* Washington, DC: Government Printing Office.

The Register is published every weekday and contains current information on all federal assistance programs, public regulations, legal notices, and presidential proclamations. It also includes announcements and application deadlines for all federal contracts. An index is published every month.

United States Office of Management and Budget. (Annually). *Catalog of federal domestic assistance.* Washington, DC: Government Printing Office.

This publication is the most comprehensive list of domestic federal assistance programs and projects. Published annually, the *Catalog* contains application procedures, deadlines, and program requirements. The contents are indexed by agency program, common name, subject, purpose, and applicant type.

University of Tennessee, Center for International Education. (1989). *Fellowships, scholarships, and related opportunities in international education.* Knoxville, TN: University of Tennessee.

This publication costs $10 and includes a list of 273 awards that support international study. Entries provide contact information and application deadline; it also includes award description, amount, and requirements.

Weeg, C., E. Stern, & J. Bauer. (Eds.). (1989). *Funding*

for U.S. study: A guide for foreign nationals. New York: Institute of International Education.

Weeg and Bauer list more than 600 awards available to foreign nationals who wish to study or engage in professional activities in the U.S. Entries provide contact information, application deadline and procedures; they also describe award type, amount, and requirements. Entries are indexed by sponsor, nationality, academic status (e.g., undergraduate, graduate, post-graduate), and academic discipline. A rare example of a guide dedicated to foreign nationals seeking support from U.S. sponsors.

Williams, L. (Ed.). (1994). *The grants register: 1995-1997.* New York: St. Martin's Press.

This publication contains more than 3,000 separate sources of support available from government agencies as well as international, national, and private organizations. In addition to listing scholarships, fellowships, grants, and prizes, the index also includes exchange opportunities and vacation study awards. Information is indexed by subject and by sponsor, and/or award. In the past, new editions were published every 2 years; however, after Autumn 1996, a new edition will be published annually.

Grant and Proposal Writing Resources

Bauer, D. G. (2nd ed.). (1993). *The "how to" grants manual.* Phoenix, AZ: Oryx.

Bauer provides a quick overview of the preliminary considerations in proposal preparation (Section 1). The book emphasizes matters related to funding sources; Government sources are covered in Section 2, and private sources are covered in Section 3. The author includes many of his own documents (e.g., project planner, federal grants research form, prospect analysis form) and sample forms (e.g., IRS form 990-PF, project budget) that will be useful to novice grant writers.

Foundation Center. (1993). *The Foundation Center's guide to proposal writing.* New York: The Foundation Center.

The Foundation Center has prepared a very useful guide to preparing grant proposals. It contains practical tips collected from professional grant writers and offers illustrative examples taken from grant proposals that have been funded.

Hall, M. (1988). *Getting funded: A complete guide to proposal writing.* (3rd ed.). Portland, OR: Continuing Education.

This publication is considered by many to be the best guide to proposal writing currently available. It is a practical "how to" guide that devotes a chapter to each of the components (e.g., title page, budget, methods) in the grant application

and offers excellent tips and strategies for improving one's chances of getting funded. The book features many useful checklists, sample forms, and example cases.

Henson, K. (1995). *The art of writing for publication.* Boston: Allyn & Bacon.

Although only one of the 13 chapters in the book deals directly with grant proposal writing, this publication is an excellent resource for anyone interested in professional writing. Young scholars will find it contains very practical advice on negotiating book contracts, writing for journals, and communicating with editors in addition to tips on how to achieve an effective style and organization. The chapter on proposal writing includes a description of the major features found in grant applications and a set of guidelines for preparing proposals.

Hill, W. (1980). *Successful grantsmanship.* (4th ed.). Steamboat Springs, CO: Grant Development Institute.

This publication contains very basic advice on how to pursue grant opportunities. Many of the examples are dated and the visual presentation of the content compromises what the author has to say on the subject. However, some readers may find the advice and step-by-step presentation useful.

Krathwohl, D. R. (1988). *How to prepare a research proposal: Guidelines for funding dissertations in the social and behavioral sciences.* (3rd ed.). Syracuse, NY: Syracuse University.

This publication is a classic soon to appear in its fourth edition. It is an especially valuable resource to graduate students preparing thesis or dissertation proposals, but the publication includes suggestions and several checklists for preparing proposals (Sections 2 and 3) that will benefit any

proposal writer. Section 4 offers advice on finding funding for proposals.

Margolin, J. B. (1983). *The individual's guide to grants.* New York: Plenum.

This publication is a good, general introduction to grant preparation. It covers the basics of identifying a sponsor, developing a proposal, and pursuing sponsorship.

Materman, L. (1978). *The applicant's guide to successful grantsmanship.* Cape Girardeau, MO: Keene.

Despite its compact size and modest appearance, this publication covers all the essentials. The first section provides a general introduction to sponsored activities and offers tips on preparing proposals. Section 2 reviews the most common sections contained in foundation grant applications and section three presents the same information for federal grant applications. The appendices contain, among other things, an example budget document and a grant application checklist.

Smith, S. H., & McLean, D. (1988). *The ABC's of grantsmanship.* Reston, VA: American Association for Leisure and Recreation.

Smith and McLean are writing for the human services audience, particularly those who are members of the American Association for Leisure and Recreation. However, the publication presents a general set of guidelines for developing successful grant applications which can be applied across academic disciplines. It offers a good step-by-step formula for progressing through the grant application process. Several funded grant applications are included.

Appendix

COVER SHEET FOR PROPOSAL TO THE NATIONAL SCIENCE FOUNDATION

FOR CONSIDERATION BY NSF ORGANIZATION UNIT(S) (Indicate the most specific unit known, i.e. program, division, etc.)	FOR NSF USE ONLY NSF PROPOSAL NUMBER
PROGRAM ANNOUNCEMENT/SOLICITATION NO./CLOSING DATE/If not in response to a program announcement/solicitation enter GPG, NSF 95-27	

DATE RECEIVED	NUMBER OF COPIES	DIVISION ASSIGNED	FUND CODE	FILE LOCATION

EMPLOYER IDENTIFICATION NUMBER (EIN) OR TAXPAYER IDENTIFICATION NUMBER (TIN)	SHOW PREVIOUS AWARD NO. IF THIS IS ☐ A RENEWAL OR ☐ AN ACCOMPLISHMENT-BASED RENEWAL	IS THIS PROPOSAL BEING SUBMITTED TO ANOTHER FEDERAL AGENCY? YES ☐ NO ☐ IF YES, LIST ACRONYM(S)

NAME OF ORGANIZATION TO WHICH AWARD SHOULD BE MADE	ADDRESS OF AWARDEE ORGANIZATION, INCLUDING ZIP CODE
AWARDEE ORGANIZATION CODE (IF KNOWN)	
NAME OF PERFORMING ORGANIZATION, IF DIFFERENT FROM ABOVE	ADDRESS OF PERFORMING ORGANIZATION, IF DIFFERENT, INCLUDING ZIP CODE
PERFORMING ORGANIZATION CODE (IF KNOWN)	

IS AWARDEE ORGANIZATION (Check All That Apply)
(See GPG II.D.1 For Definitions) ☐ FOR-PROFIT ORGANIZATION ☐ SMALL BUSINESS ☐ MINORITY BUSINESS ☐ WOMAN-OWNED BUSINESS

TITLE OF PROPOSED PROJECT

REQUESTED AMOUNT $	PROPOSED DURATION (1-60 MONTHS) months	REQUESTED STARTING DATE

CHECK APPROPRIATE BOX(ES) IF THIS PROPOSAL INCLUDES ANY OF THE ITEMS LISTED BELOW

☐ BEGINNING INVESTIGATOR (GPG I.A.3)
☐ DISCLOSURE OF LOBBYING ACTIVITIES (GPG II.D.1)
☐ PROPRIETARY & PRIVILEGED INFORMATION (GPG II.D.10)
☐ NATIONAL ENVIRONMENTAL POLICY ACT (GPG II.D.10)
☐ HISTORIC PLACES (GPG II.D.10)
☐ SMALL GRANT FOR EXPLOR. RESEARCH (SGER) (GPG II.D.12)
☐ GROUP PROPOSAL (GPG II.D.12)
☐ VERTEBRATE ANIMALS (GPG II.D.12) IACUC App. Date
☐ HUMAN SUBJECTS (GPG II.D.12)
Exemption Subsection ____ or IRB App. Date
☐ INTERNATIONAL COOPERATIVE ACTIVITIES: COUNTRY/COUNTRIES
☐ FACILITATION FOR SCIENTISTS/ENGINEERS WITH DISABILITIES (GPG V.G.)
☐ RESEARCH OPPORTUNITY AWARD (GPG V.H)

PI/PD DEPARTMENT	PI/PD POSTAL ADDRESS
PI/PD FAX NUMBER	

NAMES (TYPED)	Social Security No.*	High Degree, Yr	Telephone Number	Electronic Mail Address
PI/PD NAME				
CO-PI/PD				
CO-PI/PD				
CO-PI/PD				
CO-PI/PD				

NOTE: THE FULLY SIGNED CERTIFICATION PAGE MUST BE SUBMITTED IMMEDIATELY FOLLOWING THIS COVER SHEET

*SUBMISSION OF SOCIAL SECURITY NUMBERS IS VOLUNTARY AND WILL NOT AFFECT THE ORGANIZATION'S ELIGIBILITY FOR AN AWARD. HOWEVER, THEY ARE AN INTEGRAL PART OF THE NSF INFORMATION SYSTEM AND ASSIST IN PROCESSING THE PROPOSAL. SSN SOLICITED UNDER NSF ACT OF 1950, AS AMENDED.

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CERTIFICATION PAGE

Certification for Principal Investigators and Co-Principal Investigators

I certify to the best of my knowledge that:

(1) the statements herein (excluding scientific hypotheses and scientific opinions) are true and complete, and
(2) the text and graphics herein as well as any accompanying publications or other documents, unless otherwise indicated, are the original work of the signatories or individuals working under their supervision. I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if an award is made as a result of this application.

I understand that the willful provision of false information or concealing a material fact in this proposal or any other communication submitted to NSF is a criminal offense (U.S.Code, Title 18, Section 1001).

Name (Typed)	Signature	Date
PI/PD		
Co-PI/PD		
Co-PI/PD		
Co-PI/PD		
Co-PI/PD		

Certification for Authorized Organizational Representative or Individual Applicant

By signing and submitting this proposal, the individual applicant or the authorized official of the applicant institution is: (1) certifying that statements made herein are true and complete to the best of his/her knowledge; and (2) agreeing to accept the obligation to comply with NSF award terms and conditions if an award is made as a result of this application. Further, the applicant is hereby providing certifications regarding Federal debt status, debarment and suspension, drugfree workplace, and lobbying activities (see below), as set forth in the *Grant Proposal Guide (GPG)*, NSF 95-27. Willful provision of false information in this application and its supporting documents or in reports required under an ensuing award is a criminal offense (U.S. Code, Title 18, Section 1001).

In addition, if the applicant institution employs more than fifty persons, the authorized official of the applicant institution is certifying that the institution has implemented a written and enforced conflict of interest policy that is consistent with the provisions of *Grant Policy Manual* Section 510; that to the best of his/her knowledge, all financial disclosures required by that conflict of interest policy have been made; and that all identified conflicts of interest will have been satisfactorily managed, reduced or eliminated prior to the institution's expenditure of any funds under the award, in accordance with the institution's conflict of interest policy. Conflicts which cannot be satisfactorily managed, reduced or eliminated must be disclosed to NSF.

Debt and Debarment Certifications (If answer "yes" to either, please provide explanation.)

Is the organization delinquent on any Federal debt? Yes ☐ No ☐

Is the organization or its principals presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency? Yes ☐ No ☐

Certification Regarding Lobbying

This certification is required for an award of a Federal contract, grant or cooperative agreement exceeding $100,000 and for an award of a Federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding $150,000.

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

AUTHORIZED ORGANIZATIONAL REPRESENTATIVE	SIGNATURE	DATE
NAME/TITLE (TYPED)		

TELEPHONE NUMBER	ELECTRONIC MAIL ADDRESS	FAX NUMBER

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PROJECT SUMMARY

The Project Summary should include a statement of objectives, methods to be employed, and the significance of the proposed activity to the advancement of knowledge or education. Avoid use of first person to complete this summary. **DO NOT EXCEED ONE PAGE**. (Some Programs may impose more stringent limits.)

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TABLE OF CONTENTS

For font size and page formatting specifications, see GPG Section II.C.

Section		Total No. of Pages in Section	Page No.* (Optional)*
Cover Sheet (NSF Form 1207- Submit Page 2 with original proposal only)			
A	Project Summary (NSF Form 1358)(not to exceed 1 page)		
B	Table of Contents (NSF Form 1359)		
C	Project Description (NSF Form 1360)(including Results From Prior NSF Support) (not to exceed 15 pages) **(Exceed only if allowed by a specific program announcement/solicitation or if approved in advance by the appropriate NSF Assistant Director or designee)**		
D	References Cited (NSF Form 1361)		
E	Biographical Sketches (NSF Form 1362)(Not to exceed 2 pages each)		
F	Summary Proposal Budget (NSF Form 1030, including up to 3 pages of budget justification/ explanation)		
G	Current and Pending Support (NSF Form 1239)		
H	Facilities, Equipment and Other Resources (NSF Form 1363)		
I	Special Information/Supplementary Documentation		
J	Appendix (List below) **(Include only if allowed by a specific program announcement/ solicitation or if approved in advance by the appropriate NSF Assistant Director or designee)**		
	Appendix Items:		

*Proposers may select any numbering mechanism for the proposal. Complete both columns only if the proposal is numbered consecutively.

NSF FORM 1359 (7/95)

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PROJECT DESCRIPTION

See GPG Section II.D.4 for guidance on contents.

REFERENCES CITED

See GPG Section II.D.5 for guidance on contents.

BIOGRAPHICAL SKETCH

Provide the following information for the senior personnel on the project. Begin with the Principal Investigator/Project Director (PI/PD).
DO NOT EXCEED 2 PAGES PER PERSON.

A. Vitae, listing professional and academic essentials and mailing address.
B. List up to 5 publications most closely related to the proposed project and up to 5 other significant publications, including those being printed. Patents, copyrights or software systems developed may be substituted for publications. Do not include additional lists of publications, invited lectures, etc. Only the list of up to 10 will be used in merit review.
C. A list of persons, other than those cited in the publication list, who have collaborated on a project or a book, article, report or paper within the last 48 months, including collaborators on this proposal. If there are no other collaborators, please indicate so.
D. A list of the names of graduate students with whom this individual has had an association as thesis advisor and postdoctoral scholars sponsored by this individual over the past five years, with a summary of the total numbers of graduate students advised and postdoctoral scholars sponsored.
E. The names of this individual's own graduate and postdoctoral advisors.

The information in C, D, and E is used to help identify potential conflicts or bias in the selection of reviewers.

SUMMARY
PROPOSAL BUDGET

FOR NSF USE ONLY		
PROPOSAL NO.	DURATION (MONTHS) Proposed	Granted
AWARD NO.		

ORGANIZATION

PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR

A. SENIOR PERSONNEL: PI/PD, Co-PI's, Faculty and Other Senior Associates (List each separately with title, A.7. show number in brackets)	NSF Funded Person-months CAL	ACAD	SUMR	Funds Requested By Proposer	Funds Granted By NSF (If Different)
1.				$	$
2.					
3.					
4.					
5.					
6. ( ) OTHERS (LIST INDIVIDUALLY ON BUDGET EXPLANATION PAGE)					
7. ( ) TOTAL SENIOR PERSONNEL (1-6)					
B. OTHER PERSONNEL (SHOW NUMBERS IN BRACKETS)					
1. ( ) POST DOCTORAL ASSOCIATES					
2. ( ) OTHER PROFESSIONALS (TECHNICIAN, PROGRAMMER, ETC.)					
3. ( ) GRADUATE STUDENTS					
4. ( ) UNDERGRADUATE STUDENTS					
5. ( ) SECRETARIAL - CLERICAL (IF CHARGED DIRECTLY)					
6. ( ) OTHER					
TOTAL SALARIES AND WAGES (A+B)					
C. FRINGE BENEFITS (IF CHARGED AS DIRECT COSTS)					
TOTAL SALARIES, WAGES AND FRINGE BENEFITS (A+B+C)					
D. EQUIPMENT (LIST ITEM AND DOLLAR AMOUNT FOR EACH ITEM EXCEEDING $5,000.)					
TOTAL EQUIPMENT					
E. TRAVEL 1. DOMESTIC (INCL. CANADA, MEXICO AND U.S. POSSESSIONS)					
2. FOREIGN					
F. PARTICIPANT SUPPORT COSTS					
1. STIPENDS $					
2. TRAVEL					
3. SUBSISTENCE					
4. OTHER					
( ) TOTAL PARTICIPANT COSTS					
G. OTHER DIRECT COSTS					
1. MATERIALS AND SUPPLIES					
2. PUBLICATION COSTS/DOCUMENTATION/DISSEMINATION					
3. CONSULTANT SERVICES					
4. COMPUTER SERVICES					
5. SUBAWARDS					
6. OTHER					
TOTAL OTHER DIRECT COSTS					
H. TOTAL DIRECT COSTS (A THROUGH G)					
I. INDIRECT COSTS (SPECIFY RATE AND BASE)					
TOTAL INDIRECT COSTS					
J. TOTAL DIRECT AND INDIRECT COSTS (H + I)					
K. RESIDUAL FUNDS (IF FOR FURTHER SUPPORT OF CURRENT PROJECT SEE GPG II.D.7.j.)					
L. AMOUNT OF THIS REQUEST (J) OR (J MINUS K)				$	$

M. COST SHARING: PROPOSED LEVEL $ AGREED LEVEL IF DIFFERENT $

PI/PD TYPED NAME & SIGNATURE*	DATE	FOR NSF USE ONLY INDIRECT COST RATE VERIFICATION		
ORG. REP. TYPED NAME & SIGNATURE*	DATE	Date Checked	Date of Rate Sheet	Initials - ORG

NSF Form 1030 (7/95) Supersedes All Previous Editions

*SIGNATURES REQUIRED ONLY FOR REVISED BUDGET (GPG II.B)

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INSTRUCTIONS FOR USE OF SUMMARY PROPOSAL BUDGET (NSF FORM 1030)

1. General

a. Each grant proposal, including requests for supplemental funding, must contain a Summary Proposal Budget in this format unless a pertinent program announcement/solicitation specifically provides otherwise. A Summary Proposal Budget need not be submitted for incremental funding unless the original grant letter did not indicate specific incremental funding or if adjustments to the planned increment exceeding the greater of 10% or $10,000 are being requested.

b. Copies of NSF Form 1030 and instructions may be reproduced locally.

c. A separate form should be completed for each year of support requested. An additional form showing the cumulative budget for the full term requested should be completed for proposals requesting more than one year's support. Identify each year's request (e.g., "First year _____," or "Cumulative Budget," etc.) in the margin at the top right of the form.

d. Completion of this summary does not eliminate the need to document and justify the amounts requested in each category. Such documentation should be provided on additional page(s) immediately following the budget in the proposal and should be identified by line item. The documentation page(s) should be titled "Budget Justification/Explanation Page."

e. If a revised budget is required by NSF, it must be signed and dated by the Authorized Organizational Representative and Principal Investigator and submitted in at least the original and two copies.

2. Budget Line Items

A full discussion of the budget and the allowability of selected items of cost is contained in the *Grant Proposal Guide*, NSF *Grant Policy Manual* (GPM) (NSF 95-26, periodically revised), and other NSF program announcements/solicitations. The following is a brief outline of budget documentation requirements by line item. (NOTE: All documentation, justification/explanation required on the line items below should be provided on the Budget Justification/Explanation Page(s).)

A., B., and C. *Salaries, Wages and Fringe Benefits* (GPM 611). List individually all senior personnel who were grouped under Part A, the requested person-months to be funded and rates of pay.

D. *Equipment* (GPM 612). Items exceeding $5,000 and 1 year's useful life are defined as permanent equipment (unless lower thresholds are established by the organization). List item and dollar amount for each item. Justify.

E. *Travel* (GPM 614 and GPM 700). Address the type and extent of travel (including consultant travel) and its relation to the project. Itemize by destination and cost and justify travel outside the United States and its possessions, Puerto Rico, Canada and Mexico. Include dates of foreign visits or meetings. Fare allowances are limited to round trip, jet-economy rates.

F. *Participant Support* (GPM 618). Normally, participant support costs may only be requested for grants supporting conferences, workshops or symposia. Show number of participants in brackets. Consult GPG or specific program announcement/solicitation for additional information.

G. *Other Direct Costs.*

1. Materials and Supplies (GPM 613). Indicate types required and estimate costs.
2. Publication, Documentation and Dissemination (GPM 617). Estimate costs of documenting, preparing, publishing, disseminating, and sharing research findings.
3. Consultant Services (GPM 616). Indicate name, daily compensation (limited to individual's normal rate or daily rate paid for Level IV of the Executive Schedule whichever is less), and estimated days of service, and justify.
4. Computer Services (GPM 615). Include justification based on estimated computer service rates at the proposing institution. Purchase of equipment should be included under D.
5. Subawards (GPM 313). Also include a complete budget NSF Form 1030 for each subaward and justify details.
6. Other. Itemize and justify. Include computer equipment leasing.

I. *Indirect Costs* (GPM 630). Specify current rate(s) and base(s). Use current rate(s) negotiated with the cognizant Federal negotiating agency. See GPM for special policy regarding grants to individuals, travel grants, equipment grants, doctoral dissertation grants and grants involving participant support costs (GPM, Chapter VI).

K. *Residual Funds* (GPG II.D.7.j). This line is used only for budgets for incremental funding requests on continuing grants. Grantees should provide a rationale for residual funds in excess of 20% as part of the progress report. (See NSF Form 1328.)

L. Item L will be the same as Item J unless the Foundation disapproved the carryover of funds. If disapproved, Item L will equal J minus K.

M. *Cost-Sharing* (GPM 330). Include any specific cost-sharing amounts in excess of the minimum one percent required under unsolicited research proposals. Include the estimated value of any in-kind contributions. Discuss the source, nature, amount and availability of any proposed cost-sharing on the Budget Justification/Explanation Page. If a proposal budget includes a specific cost sharing level, the identified cost-sharing level is expected to be included as a requirement in the award.

PROPOSERS MUST NOT ALTER OR REARRANGE THE COST CATEGORIES AS THEY APPEAR ON THIS FORM WHICH HAS BEEN DESIGNED FOR COMPATIBILITY WITH DATA CAPTURE BY NSF'S MANAGEMENT INFORMATION SYSTEM. IMPROPER COMPLETION OF THIS FORM MAY RESULT IN RETURN OF PROPOSAL.

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Current and Pending Support

(See GPG Section II.D.8 for guidance on information to include on this form.)

The following information should be provided for each investigator and other senior personnel. Failure to provide this information may delay consideration of this proposa

Investigator:	Other agencies (including NSF) to which this proposal has been/will be submitted.

Support: ☐ Current ☐ Pending ☐ Submission Planned in Near Future ☐ *Transfer of Support

Project/Proposal Title:

Source of Support:

Total Award Amount: $ Total Award Period Covered:

Location of Project:

Person-Months Per Year Committed to the Project. Cal: Acad: Sumr:

Support: ☐ Current ☐ Pending ☐ Submission Planned in Near Future ☐ *Transfer of Support

Project/Proposal Title:

Source of Support:

Total Award Amount: $ Total Award Period Covered:

Location of Project:

Person-Months Per Year Committed to the Project. Cal: Acad: Sumr:

Support: ☐ Current ☐ Pending ☐ Submission Planned in Near Future ☐ *Transfer of Support

Project/Proposal Title:

Source of Support:

Total Award Amount: $ Total Award Period Covered:

Location of Project:

Person-Months Per Year Committed to the Project. Cal: Acad: Sumr:

Support: ☐ Current ☐ Pending ☐ Submission Planned in Near Future ☐ *Transfer of Support

Project/Proposal Title:

Source of Support:

Total Award Amount: $ Total Award Period Covered:

Location of Project:

Person-Months Per Year Committed to the Project. Cal: Acad: Sumr:

Support: ☐ Current ☐ Pending ☐ Submission Planned in Near Future ☐ *Transfer of Support

Project/Proposal Title:

Source of Support:

Total Award Amount: $ Total Award Period Covered:

Location of Project:

Person-Months Per Year Committed to the Project. Cal: Acad: Sumr:

---

*If this project has previously been funded by another agency, please list and furnish information for immediately preceding funding period.

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FACILITIES, EQUIPMENT & OTHER RESOURCES

FACILITIES: Identify the facilities to be used at each performance site listed and, as appropriate, indicate their capacities, pertinent capabilities, relative proximity, and extent of availability to the project. Use "Other" to describe the facilities at any other performance sites listed and at sites for field studies. Use additional pages if necessary.

Laboratory:

Clinical:

Animal:

Computer:

Office:

Other: _____

MAJOR EQUIPMENT: List the most important items available for the project and, as appropriate, identify the location and pertinent capabilities of each.

OTHER RESOURCES: Provide any information describing the other resources available for the project. Identify support services such as consultant, secretarial, machine shop, and electronics shop, and the extent to which they will be available for the project. Include an explanation of any consortium/contractual/subaward arrangements with other organizations.

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HUMANITIES

COLLABORATIVE RESEARCH APPLICATION COVER SHEET

(NEH No. 3150-0134 Expires: 7/31/97)

1 Individual applicant or project director

a. Name and mailing address

(last) (first) (initial)

(city) (state) (zip code)

b. Form of address

c. Telephone numbers

Office (/) Home (/)
(area code) (area code)

FAX (/) E-Mail
(area code)

d. Major field of applicant or project director (code)

e. Citizenship ☐ U.S. ☐ Other
(country) (visa/status)

2 Type of applicant

a. ☐ by an individual b. ☐ through an organ.ization

If a. indicate an institutional affiliation, if applicable, on line 11a
If b. complete block 11 below and indicate here

c. Type

d. Status

3 Type of application

a. ☒ new b. ☐ supplement

If b. indicate previous grant number

4 Program to which application is being made

Collaborative Research

5 Requested grant period

From To

6 Project Funding

a. Outright funds	$
b. Federal match	$
c. Total from NEH	$
d. Cost sharing	$
e. Total project costs	$

7 Field of project (code)

8 Descriptive title of project

9 Description of project (do not exceed space provided)

10 Will this proposal be submitted to another government agency or private entity for funding? If yes, indicate where and when:

11 Institutional data

a. Institution or organization

(name)

(city) (state)

b. Employer identification number

c. Name of authorizing official

(last) (first) (initial)

(title)

d. Name and mailing address of institutional grant administrator

(last) (first) (initial)

(city) (state) (zip code)

Telephone (/) Form of address
(area code)

FAX (/) E-Mail
(area code)

12 Certification. By signing and submitting this application, the individual or the authorizing official of the applicant institution (block 11c) is providing the applicable certifications regarding the nondiscrimination statutes and implementing regulations, federal debt status, debarment and suspension, a drug-free workplace, and lobbying activities as set forth in the appendix to these guidelines.

(printed name) (signature) (date)

NOTE: Federal law provides criminal penalties of up to $10,000 or imprisonment of up to five years, or both for knowingly providing false information to an agency of the U.S. government. 18 U.S.C. Section 1001

For NEH use only

Date received Application ID Initials

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Field of Project Categories and Codes

The following categories and codes should be used to complete blocks 1d and 7 of the NEH Application Cover Sheet. If no exactly appropriate category is provided, please select the larger category that would include the more precise one. (This listing is strictly for use by the NEH staff to help retrieve information about applications and grants by subject matter field. The listing is not comprehensive and is not meant to define the disciplines of the humanities. For that definition and advice about eligibility for Endowment awards, please consult elsewhere in these application materials. The hierarchical arrangement is for convenience.)

Anthropology	A1
Archaeology	A2
Archival Management; Conservation	A3
Arts/History and Criticism	B0
Architecture: History & Criticism	B1
Art: History & Criticism	B2
Dance: History & Criticism	B3
Film: History & Criticism	B4
Music: History & Criticism	B5
Theater: History & Criticism	B6
Communications	C1
Composition & Rhetoric	C2
Journalism	C3
Media	C4
Education	D1
Ethnic Studies	E1
Asian American	E2
Black/African American	E3
Hispanic American	E4
Jewish	E5
Native American	E6
History	F1
African	F2
American	F3
Ancient	F4
British	F5
Classical	F6
European	F7
Far Eastern	F8
Latin American	F9
Near Eastern	F10
Russian	F11
South Asian	F12
Humanities	H1
Interdisciplinary	I1
African Studies	I2
American Studies	I3
Area Studies	I4
Asian Studies	I5
Classics	I6
Folklore & Folklife	I7
History/Philosophy of Science, Technology, or Medicine	I8
International Studies	I9
Labor Studies	I10
Latin American Studies	I11
Medieval Studies	I12
Regional Studies	I13
Renaissance Studies	I14
Rural Studies	I15
Urban Studies	I16
Women's Conference	I17
Women's Studies	I18
Languages	L1
Ancient	L2
Asian	L3
Classical	L4
Comparative	L5
English	L6
French	L7
German	L8
Italian	L9
Latin American	L10
Near Eastern	L11
Slavic	L12
Spanish	L13
Law/Jurisprudence	M1
Library Science	M2
Linguistics	N1
Literature	O1
African	O2
American	O3
Ancient	O4
Asian	O5
British	O6
Classical	O7
Comparative	O8
French	O9
German	O10
Italian	O11
Latin American	O12
Literary Criticism	O13
Near Eastern	O14
Slavic	O15
Spanish	O16
Museum Studies/Historic Preservation	P1
Philosophy	P2
Aesthetics	P3
Epistemology	P4
Ethics	P5
History of Philosophy	P6
Logic	P7
Metaphysics	P8
Non-Western Philosophy	P9
Religion	R1
Comparative Religion	R2
History of Religion	R3
Non-Western Religion	R4
Philosophy of Religion	R5
Social Science	S1
American Government	S2
Economics	S3
Geography	S4
International Relations	S5
Political Science	S6
Psychology	S7
Public Administration	S8
Sociology	S9

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LIST OF PROJECT PARTICIPANTS

Please list all project participants alphabetically (after the project director), with their institutional affiliations.

Name	Institution
Project Director:	

National Endowment for the Humanities
BUDGET FORM

OMB No. 3136-0134
Expires 7/31/97

Project Director	If this is a revised budget, indicate the NEH application/grant number
Applicant Organization	Requested Grant Period FROM _____ (mo/yr) THRU _____ (mo/yr)

The three-column budget has been developed for the convenience of those applicants who wish to identify the project costs that will be charged to NEH funds and those that will be cost shared. **FOR NEH PURPOSES, THE ONLY COLUMN THAT NEEDS TO BE COMPLETED IS COLUMN C.** The method of cost computation should clearly indicate how the total charge for each budget item was determined. If more space is needed for any budget category, please follow the budget format on a separate sheet of paper.

When the requested grant period is eighteen months or longer, separate budgets for each twelve-month period of the project must be developed on duplicated copies of the budget form.

SECTION A - budget detail for the period FROM _____ (mo/yr) **THRU** _____ (mo/yr)

1. **Salaries and Wages.** Provide the names and titles of principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

name/title of position	no	method of cost computation (see sample)	NEH Funds (a)	Cost Sharing (b)	Total (c)
	[ ]		$	$	$
	[ ]				
	[ ]				
	[ ]				
	[ ]				
	[ ]				
	[ ]				
	[ ]				
		SUBTOTAL	$	$	$

2. **Fringe Benefits.** If more than one rate is used, list each rate and salary base.

rate	salary base	(a)	(b)	(c)
_____% of	$	$	$	$
_____% of	$			
	SUBTOTAL	$	$	$

3. **Consultant Fees.** Include payments for professional and technical consultants and honoraria.

name or type of consultant	no. of days on project	daily rate of compensation	(a)	(b)	(c)
		$	$	$	$
		SUBTOTAL	$	$	$

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4. Travel. For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

from/to	no. persons	total travel days	subsistence costs +	transportation costs =	NEH Funds (a)	Cost Sharing (b)	Total (c)
_____	[ ]	[ ]	$_____	$_____	$_____	$_____	$_____
_____	[ ]	[ ]	_____	_____	_____	_____	_____
_____	[ ]	[ ]	_____	_____	_____	_____	_____
_____	[ ]	[ ]	_____	_____	_____	_____	_____
_____	[ ]	[ ]	_____	_____	_____	_____	_____
_____	[ ]	[ ]	_____	_____	_____	_____	_____
_____	[ ]	[ ]	_____	_____	_____	_____	_____
				SUBTOTAL	$_____	$_____	$_____

5. Supplies and Materials. Include consumable supplies, materials to be used in the project and items of expendable equipment, i.e., equipment items costing less than $5,000 and with an estimated useful life of less than one year.

item	basis/method of cost computation	(a)	(b)	(c)
_____	_____	$_____	$_____	$_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	SUBTOTAL	$_____	$_____	$_____

6. Services. Include the cost of duplication and printing, long distance telephone, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts provide an itemization of subcontract costs on this form or on an attachment.

item	basis/method of cost computation	(a)	(b)	(c)
_____	_____	$_____	$_____	$_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	SUBTOTAL	$_____	$_____	$_____

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7. **Other Costs**. Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

Item	basis/method of cost computation	NEH Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	$_____	$_____	$_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	SUBTOTAL	$_____	$_____	$_____
8. Total Direct Costs (add subtotals of items 1 through 7)		$_____	$_____	$_____

9. **Indirect Costs** (This budget item applies only to institutional applicants.)
If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanations of these options.

[ ] Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete items A and B.)

[ ] Indirect cost proposal has been submitted to a federal agency but not yet negotiated. (Indicate the name of the agency in item A and show proposed rate(s) and base(s), and the amount(s) of indirect costs in item B.)

[ ] Indirect cost proposal will be sent to NEH if application is funded. (Provide an estimate in item B of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs.)

[ ] Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of $5,000 per year. (Under item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or $5,000, whichever sum is less.)

A. _____ _____
name of federal agency date of agreement

B.

rate(s)	base(s)	NEH Funds (a)	Cost Sharing (b)	Total (c)
_____% of	$_____	$_____	$_____	$_____
_____% of	$_____	_____	_____	_____
	TOTAL INDIRECT COSTS	$_____	$_____	$_____
10. Total Project Costs (direct and indirect) for Budget Period		$_____	$_____	$_____

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SECTION B - Summary Budget and Project Funding

SUMMARY BUDGET

Transfer from section A the total costs (column c) for each category of project expense. When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

Budget Categories	First Year/ from thru	Second Year/ from thru	Third Year/ from thru		TOTAL COSTS FOR ENTIRE GRANT PERIOD
1. Salaries and Wages	$_____	$_____	$_____	=	$_____
2. Fringe Benefits	_____	_____	_____	=	_____
3. Consultant Fees	_____	_____	_____	=	_____
4. Travel	_____	_____	_____	=	_____
5. Supplies and Materials	_____	_____	_____	=	_____
6. Services	_____	_____	_____	=	_____
7. Other Costs	_____	_____	_____	=	_____
8. **Total Direct Costs (Items 1-7)**	$_____	$_____	$_____	=	$_____
9. Indirect Costs	$_____	$_____	$_____	=	$_____
10. **Total Project Costs (Direct & Indirect)**	$_____	$_____	$_____	=	$_____

PROJECT FUNDING FOR ENTIRE GRANT PERIOD

I. Requested from NEH

Outright $_____

Federal Matching $_____

TOTAL NEH FUNDING $_____

II. Cost Sharing[1]

A. Third-Party Contributions $_____

B. Applicant's Contributions $_____

TOTAL COST SHARING $_____

III. Funding from Other Federal Agencies $_____

TOTAL COST SHARING AND FUNDING FROM OTHER FEDERAL AGENCIES (II + III) $_____

TOTAL PROJECT FUNDING (Total of I + II + III)[2] = $_____

[1] Under Cost Sharing, line II.A. should indicate the amount of contributions to be made by third parties (including any third-party cash gifts that will be raised to release federal matching funds). On line II.B., indicate the amount that will be contributed to the project by the applicant institution. NOTE that the Endowment's cost-sharing expectations may be met either through contributions from third parties or from the institution's own resources.

[2] Total Project Funding should equal Total Project Costs.

Institutional Grant Administrator/Individual Applicant. The signature of this person indicates approval of the budget submission and the agreement of the organization/individual to cost share project expenses at the level indicated under "Project Funding."

_____ Telephone (_____)_____
Name and Title (please type or print)

_____ Date_____
Signature

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Grant Application

Completion of this form will facilitate our review. You may submit any other materials which you feel will help us better understand your organization or program.

Please type or print in black ink

For Use Only	
Organization Number	
Control Number	
Date rec'd	
Staff Person	

Organization:

Acronym (also known as):

Address: Street City State Zip

Contact person/Title: Phone ( )

Describe organization:

IRS Status: ☐ 501(c)(3) ☐ 501 (c)(4) ☐ 501 (c)(6) ☐ Other: _____

Check the category which best describes the organization (not the purpose of the grant)

☐ Education ☐ Human Services ☐ Government ☐ Arts/Media*/Culture
☐ International ☐ Civic/Community ☐ Health Care ☐ Other _____

*Media includes Public Broadcasting, Newspaper, etc.

Organization scope is:

☐ International ☐ National ☐ Regional ☐ State ☐ Local

Primary constituency serviced:

☐ Minority ☐ Female ☐ Male ☐ All

What is the total goal of this fund raising effort? $

Over what period of time?

What is your cash request $ % of Total

Over what period of time?

If not cash which of the following?

☐ Product(s) or property: _____

☐ Volunteer Expertise: _____

☐ Other: _____

needed when? _____ Over what period of time? _____

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Grant Application

Describe the purpose of the Grant: _____

State expected results: _____

Who is the specific client served? i.e., youth, elderly, minority _____

Have you ever submitted a grant request to ☐ No ☐ Yes

If yes describe: _____

☐ Approved ☐ Declined ☐ Why not? _____

To the best of your knowledge will this grant affect:

☐ Employees ☐ Shareholders ☐ Customers ☐ Community

How? _____

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Grant Application

Operating Budget — 3 years (include next or current year budget) omit $000

Fiscal Period

_____ to _____

	19 ____	19 ____	19 ____
Total Operating Budget	$	$	$
Administrative Costs	$	$	$
Number of Paid Staff			
Volunteers (approx.)			
Fundraising Costs	$	$	$
Program Costs	$	$	$
Operating Surplus (Deficit)	$	$	$
Amount of Reserve Fund	$	$	$

Source of Operating Funds

☐ Federal Gov't	$ ____	% ____	☐ United Way	$ ____	% ____
☐ State Gov't	$ ____	% ____	☐ Individuals	$ ____	% ____
☐ County Gov't	$ ____	% ____	☐ Corporate	$ ____	% ____
☐ City Gov't	$ ____	% ____	☐ Other Sources	$ ____	% ____

If this Grant is for a special Project/Program not included in your operating budget please complete the following:

	19 ____	19 ____	19 ____
Proposed Program Budget	$	$	$
Administrative Costs	$	$	$
Fundraising	$	$	$
Bal. of Program Costs	$	$	$
Projected Surplus (Deficit)	$	$	$

Source of Operating Funds

☐ Federal Gov't	$ ____	% ____	☐ United Way	$ ____	% ____
☐ State Gov't	$ ____	% ____	☐ Individuals	$ ____	% ____
☐ County Gov't	$ ____	% ____	☐ Corporate	$ ____	% ____
☐ City Gov't	$ ____	% ____	☐ Other Sources	$ ____	% ____

List major donors or pledges to this particular program:

_____	$ _____	_____	$ _____
_____	$ _____	_____	$ _____
_____	$ _____	_____	$ _____
_____	$ _____	_____	$ _____
_____	$ _____	_____	$ _____
_____	$ _____	_____	$ _____
_____	$ _____	_____	$ _____

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Grant Application

Have you had any pending or recent —

Lawsuits challenging the propriety of your disbursements and/or the actions of your staff, volunteers or board members? ☐ Yes ☐ No

Publicity viewed as adverse or critical? ☐ Yes ☐ No

If yes, please furnish a description of the circumstances.

Do you have an annual CPA audit? ☐ Yes ☐ No | Date of Last Audit

Does it have an unqualified CPA opinion? ☐ Yes ☐ No If No, Please Furnish Details

Please forward the following supplementary information with the application.

— Names and Affiliations of your Board of Directors. (If this information is in your Annual Report simply refer to the appropriate page.)

— One copy of the Treasury letter certifying the organizations tax exempt status.

— One copy of the most recent CPA Audit report. If this information is in your annual report simply refer to the appropriate page(s).

Authorized Signature & Title | Date

Do Not Write Below This Line

Staff action: _____

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